

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
November 21, 2023

6:15 PM Executive Session

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**
Conference ID: 565 393 232# or [Click here to join the meeting](#)

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. November 1, 2023 Executive Session
 - B. November 1, 2023 Regular Meeting
 - C. November 13, 2023 Organizational Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Presentations by Department of Public Works
 1. Review of Waste Management and Recycling
 2. Report on Localized Flooding from Summer Rainfall Events
 - B. Disposition of Obsolete or Broken Town-Owned Equipment by Fire Department
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Resolution to Clarify Mayor Connor Martin's Authority to Execute Prior and Pending Town Agreements
 - B. Reallocation of ARPA Funds re: Contractual Services for Public Safety Complex Impound Garage
 - C. Requests for Bid Waivers from Fire Department
 1. Purchase of Promotional Video Services from IAFC-TV Websedge
 2. Purchase of Incident Command Training from Across the Street Productions, Inc.
 3. Purchase of Training and Certification Classes and Textbooks from Connecticut Fire Academy
 - D. Memorandum of Agreement with CT Department of Public Health re: Coordinator of Lead Detection Equipment

- E. Contract with Greater Hartford Transit District re: 2023-24 Dial-A-Ride Operating Assistance Grant
- F. Agreement with Riverfront Recapture, Inc. re: Extension of Great River Park Management Services
- G. Agreement with Habitat for Humanity of North Central Connecticut re: Temporary Use of Town Owned Property at 590 Burnside Avenue
- H. Referrals to Personnel and Pensions Subcommittee:
 - 1. Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works
 - 2. Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention
 - 3. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Aide in the Fire Department
- I. Referral to Real Estate Acquisition and Disposition Committee re: Clarification of Town Ownership of Small Parcels Comprising a Portion of East River Drive
- J. 2024 Town Council Regular Meetings Schedule
- K. Amusement Permit Application re: East Hartford Holiday Fest 2023
- L. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending notice to quit against and claim for relocation costs by New York Hair Salon LLC, regarding 794-810 Silver Lane, Suite 210, East Hartford, CT.
- B. The pending assessment (tax) appeal known as LAUREN SCOTT MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072891-S, involving real property located at 4-24 Regis Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- C. The pending assessment (tax) appeal known as HOWARD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073111-S, involving real property located at 9-19 Howard Court, East Hartford for the Grand List year 2021 through Grand List year 2025.
- D. The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072895-S, involving real property located at 140 Silver Lane, East Hartford for the Grand List year 2021 through 2025 and the real property located at 126 Silver Lane, East Hartford for the Grand List year 2021 through Grand List year 2025.
- E. The pending assessment (tax) appeal known as CHAPMAN MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072894-S, involving real property located at 15-27 Chapman Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- F. The pending assessment (tax) appeal known as 18 SIGNOR STREET, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073105-S, involving real property located at 18 Signor Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- G. The pending assessment (tax) appeal known as OAKRIDGE SOUTH, LLC V. TOWN OF EAST HARTFORD – HHB-CV22-6073117-S, involving real property located at 50 Church Street, East Hartford for the Grand List year 2021 through Grand List year 2025 and 44 Church Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- H. The pending assessment (tax) appeal known as 106 CENTRAL, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073113-S, involving real property located

at 106 Central Avenue, East Hartford for the Grand List year 2021 through Grand List year 2025.

- I. The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073103-S, involving real property located at 14-20 Sission Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- J. The pending assessment (tax) appeal known as OAKRIDGE NORTH, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072888-S, involving real property located at 145 School Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- K. The pending assessment (tax) appeal known as TOLLAND STREET HOLDINGS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073200-S, involving real property located at 163 Tolland Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- L. The pending assessment (tax) appeal known as DEERFIELD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072889-S, involving real property located at 322-342 Park Avenue, East Hartford for the Grand List year 2021 through Grand List year 2025.
- M. The pending assessment (tax) appeal known as TOLLAND MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072892-S, involving real property located at 490 Tolland Street, East Hartford for the Grand List year 2021 through Grand List year 2025.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: December 12, 2023 at Community Cultural Center)

Community Cultural Center Room 111

November 1, 2023

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson (arrived 7:03 pm), Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai, Harry O. Amadasun, Jr., Thomas Rup and Travis Simpson

ALSO James Tallberg, Corporation Counsel
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Attorney Joe Hope, Alter Pearson

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:33 p.m.

MOTION By John Morrison
seconded by Don Bell

to go into Executive Session to discuss the following:

- A. The pending assessment (tax) appeal known as 22 32 PROSPECT STREET, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073226-S, involving real property located at 22-26-32 Prospect Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- B. The pending assessment (tax) appeal known as 525-527 MAIN STREET EAST HARTFORD, LLC v. TOWN OF EAST HARTFORD – HHB-CV-22-6073230-S, involving real property located at 525-527 Main Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- C. The pending assessment (tax) appeal known as BEBY, LLC SINGER REALTY v. TOWN OF EAST HARTFORD – HHB-CV22-6073432-S, involving real property located at 775 Silver Lane, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- D. The pending assessment (tax) appeal known as VILLAGE STREET PROPERTIES, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073433-S, involving real property located at 48-54 Village Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- E. The pending assessment (tax) appeal known as JAKIRAM, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073234-S, involving real property located at 160 Governor Street, East Hartford and 182 Governor Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.

Motion carried 8/0

MOTION By John Morrison
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** at 7:05 pm

Motion carried 9/0

Attest _____

Richard F. Kehoe
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

November 1, 2023

PRESENT Chair Richard F. Kehoe, Vice Chair Don Bell, Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

ABSENT

ALSO Connor Martin, Chief of Staff

PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
James Rovezzi, Assistant Director of Facilities, East Hartford Public Schools
Laurence Burnsed, Director of Health and Human Services
Alex Trujillo, Director of Public Works

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

The Chair called for a moment of silence to acknowledge the passing of former Town Council Chair Carol Guy. Ms. Guy served on the Board of Education and Town Council, serving as the first and only woman Council Chair from 1991-93 before stepping down as a promotion in state government prohibited her from running for elective office under the Hatch Act. The Council thanked Ms. Guy for her service to the community. She will be missed.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson
seconded by John Morrison

to **add** under New Business, Item 8F: “Resolution Honoring Mayor Mike Walsh” to the Agenda

Motion carried 9/0

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Eduardo Cruz Mazzini, owner of Malibu Sports Bar and Lounge (808 Silver Lane) and resident voiced concerns regarding how the East Hartford Police Department is responding to victims of crime who are undocumented.

The Chair has stated that a number of chairs in poor condition are being disposed of by the Fire Department. Per Ordinance, as the items have no value, there is no Council action required for their disposal.

OLD BUSINESS

NEW BUSINESS

Board of Education Construction Projects: Amendment of 5 Year Capital Improvement Plan, Appropriation of Funds, Authorization for State Grant Applications and Referral to the Public Building Commission

Hockanum School Steam Tunnel Piping Abatement

MOTION By Angie Parkinson
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford Board of Education has identified that a piping abatement project at the ECLC at Hockanum School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of the flooring abatement and replacement including design and construction is anticipated to total \$330,000 with the State reimbursing 76.43% of eligible costs or \$250,000 leaving the School District to pay 23.57% of eligible costs or approximately \$80,000, which includes an amount for unforeseen ineligible costs.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the ECLC at Hockanum School Tunnel Piping Abatement Project in the amount of \$330,000
2. The authorization of a total project cost of \$330,000 for the ECLC at Hockanum School Tunnel Piping Abatement Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the ECLC at Hockanum School Tunnel Piping Abatement Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the ECLC at Hockanum School Tunnel Piping Abatement Project;
5. That the local share of \$80,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and

6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the ECLC at Hockanum School Tunnel Piping Abatement Project.

On call of the vote, the motion carried 9/0

East Hartford Middle School Partial Flooring Abatement

MOTION By Angie Parkinson
 seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford Board of Education has identified that a flooring abatement project at the East Hartford Middle School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of the flooring abatement and replacement including design and construction is anticipated to total \$458,334 with the State reimbursing 76.43% of eligible costs or \$348,334 leaving the School District to pay 23.57% of eligible costs or approximately \$110,000, which includes an amount for unforeseen ineligible costs.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project in the amount of \$458,334.
2. The authorization of a total project cost of \$458,334 for the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project;
5. That the local share of \$110,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project

On call of the vote, the motion carried 9/0

Norris Elementary School Roof Replacement

MOTION By Angie Parkinson
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the Norris Elementary School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$450,600 with the State reimbursing 76.43% of eligible costs or \$270,600 leaving the School District to pay 23.57% of eligible costs or approximately \$180,000 which includes an amount for unforeseen ineligible costs and a limited-eligibility roof section.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Norris Elementary School Roof Replacement Project in the amount of \$450,600
2. The authorization of a total project cost of \$450,600 for the Norris Elementary School Roof Replacement Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Norris Elementary School Roof Replacement Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Norris Elementary School Roof Replacement Project;
5. That the local share of \$180,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Norris Elementary School Roof Replacement Project.

On call of the vote, the motion carried 9/0

Norris Elementary School Flooring Abatement

MOTION By Angie Parkinson
seconded by Travis Simpson

purchase automotive parts as necessary up to a limit of \$9,999.00 from Best Automotive Parts LLC. for fleet repairs under the Public Works jurisdiction to assure that fleet vehicles are repaired in a timely manner and to avoid delays on the acquisition of parts due to supply chain issues.

Motion carried 9/0

Recommendation from Personnel and Pensions Subcommittee re: Proposed Revision of Job Description for "Career Coach"

MOTION By Awet Tsegai
seconded by Tom Rup

to **approve** the proposed revised Job Description for the position of "Career Coach" dated November 1, 2023, as presented at the November 1, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Resolution Honoring Mayor Mike Walsh

MOTION By Don Bell
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS, Michael P. Walsh has served as mayor of the Town of East Hartford since November, 2021; and

WHEREAS, previously Mike Walsh served twenty-one years as the Finance Director for the Town and for two years as a Town Councillor; and

WHEREAS, during his tenure as Mayor, Mike Walsh has worked feverishly to improve the delivery of Town services in a more effective and responsive manner; and

WHEREAS, Mike Walsh worked with the Charter Revision Commission to create the position of Chief Administrative Officer to provide better oversight of Town government operations; and

WHEREAS, Mike Walsh has successfully encouraged major private economic development investment in the Town of East Hartford toward the goal of enhancing the quality of life of all residents in our community; and

WHEREAS, throughout his service to the Town of East Hartford, Mike Walsh has demonstrated the ability to work with every person in a collaborative spirit that results in a consensus solution.

NOW THEREFORE BE IT RESOLVED:

the East Hartford Town Council recognizes and appreciates Mike Walsh's deep dedication to our community and vision for a bright future; and

MOVE THAT, this Council accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as 525-527 MAIN STREET EAST HARTFORD, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV-22-6073230-S, involving real property located at 525-527 Main Street, East Hartford, CT to adjust the Appraised Parcel Value of \$2,343,585.00 to \$2,150,000.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$5,555.92 for grand list year 2021 and a refund or reduction of \$5,764.60 for Grand List Year 2022.

Motion carried 9/0

The pending assessment (tax) appeal known as BEBY, LLC SINGER REALTY v. TOWN OF EAST HARTFORD – HHB-CV22-6073432-S, involving real property located at 775 Silver Lane, East Hartford for the Grand List year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

MOVE THAT, this Council accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as BEBY, LLC SINGER REALTY v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073432-S, involving real property located at 775 Silver Lane, East Hartford, CT to adjust the Appraised Parcel Value of \$2,238,670.00 to the fair market value of \$2,088,672.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$4,304.98 for grand list year 2021 and a refund or reduction of \$4,466.66 for Grand List Year 2022.

Motion carried 9/0

The pending assessment (tax) appeal known as VILLAGE STREET PROPERTIES, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073433-S, involving real property located at 48-54 Village Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

MOVE THAT, this Council accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as VILLAGE STREET PROPERTIES, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073433-S, involving real property located at 48-54 Village Street, East Hartford, CT to adjust the Appraised Parcel Value of \$1,633,420.00 to \$1,235,000.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$11,434.90 for grand list year 2021 and a refund or reduction of \$10,615.87 for Grand List Year 2022.

Motion carried 9/0

Attest _____
Jason Marshall
TOWN COUNCIL CLERK

TOWN COUNCIL CHAMBER
EAST HARTFORD, CONNECTICUT

NOVEMBER 13, 2023

ORGANIZATIONAL MEETING

PRESENT Richard F. Kehoe, Donald Bell, Jr., Harry Amadasun, Angela Parkinson, Awet Tsegai, Sebrina Wilson, John Morrison, Tom Rup and Travis Simpson

Mayor: Connor Martin

CALL TO ORDER

In accordance with Section 3.2(a) of the Town Charter, Mayor Martin called the meeting to order at 7:05 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

The Mayor stated that he was sworn in as Mayor earlier in the day by Robert Pasek, Town Clerk. He then called upon Robert Pasek, Town Clerk to administer the Oath of Office to the following elected officials:

TOWN COUNCIL

Harry Amadasun, Jr.
Don Bell
Richard Kehoe
John Morrison
Angie Parkinson
Tom Rup
Travis J. Simpson
Awet Tsegai
Sebrina Wilson

TOWN TREASURER

John P. Murphy, Jr.

BOARD OF EDUCATION (sworn in earlier this evening)

Rebecca Betancourt
Joelle A. Murchison
Marilyn Pet
Chris Tierinni
Patrick Biggins
Jaclyn A. Clarke
Matthew Lauf

SELECTMEN

Charles Botts, III (not present)
Robert Rosa (not present)
Pasquale J. Salemi

CONSTABLES

Charles Clarke
Joshua Quintana (not present)
Daron Ross
Carl Smith
Susan Tukey (not present)
Tia L. Woods

Mayor Martin noted that unfortunately the Board of Education called a meeting for 7 p.m. tonight so the Board members who were elected on November 7th were sworn in separately at 6 p.m. He then recognized Awet Tsegai for purposes of initiating the motion to nominate the Council Chair.

NOMINATION OF COUNCIL CHAIR/DEPUTY MAYOR

MOTION By Awet Tsegai
 seconded by Sebrina Wilson

to **nominate** Richard F. Kehoe as Chair of the Town Council

Motion carried 9/0

The Mayor then yielded the floor and Rich Kehoe presided over the meeting as Chair.

NOMINATION FOR VICE CHAIR

MOTION By Sebrina Wilson
 seconded by John Morrison

to **nominate** Donald Bell, Jr., as Vice Chair of the Town Council.

Motion carried 9/0

NOMINATION OF COUNCIL CLERK

MOTION By Harry Amadasun
 seconded by John Morrison

to **nominate** Jason Marshall as Council Clerk.

Motion carried 9/0

RESOLUTION RELATING TO TIME, PLACE AND PROCEDURE FOR REGULARLY SCHEDULED AND SPECIAL COUNCIL MEETINGS

MOTION By Angie Parkinson
 seconded by John Morrison



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 9, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: PRESENTATION: Recycling Achievements and Stormwater Flooding

Please allocate time on the Town Council agenda for a presentation by the Director of Public Works Alexander Trujillo regarding the town's recycling achievements and stormwater flooding.

Please place this item on the Town Council agenda as a communication for the November 21, 2023 meeting.

C: A. Trujillo, DPW Director



TOWN OF EAST HARTFORD PUBLIC WORKS
MEMORANDUM

To: Mayor Michael P. Walsh

From: Alexander M. Trujillo, Director of Public Works

Date: 11/9/2023

RE: Council Presentation – Recycling Achievements and Stormwater Flooding

With your approval, I would like to be placed on the November 21st Town Council agenda to present two informational PowerPoint presentations on our recycling achievements and summer flooding issues.

Cesar Zapata, Solid Waste Official will be presenting the recycling portion and addressing the positive outcome of the program. Allyn Tarbell, Associate Director (Highway) and Doug Wilson, Town Engineer will present the presentation on the stormwater flooding.

I am attaching the PDF versions of each presentation (Stormwater is 2 parts) for your review and distribution for the Council.

Please let me know if you have any questions.



**East Hartford
RECYCLES
CLEAN!**

**RECYCLES CLEAN!
GETS GOING**



Timeline



Date	TICKET	SITEID	WASTE	QUANTITY	PCT	Rate	AMOUNT	TRUCK	TIME_IN	TIME_OUT
06/01/23	4587654	BERLIN	CONI	3.18	45	\$115.00	\$365.70	TA-A22	09:17:57	09:20:56
06/01/23	4587654	BERLIN	SSRI	3.89	55	\$115.00	\$447.35	TA-A22	09:17:57	09:20:56
06/01/23	4588437	BERLIN	CONI	1.24	25	\$115.00	\$142.60	TA-A22	12:42:29	12:46:26
06/01/23	4588437	BERLIN	SSRI	3.73	75	\$115.00	\$428.95	TA-A22	12:42:29	12:46:26
06/02/23	4589779	BERLIN	CONI	1.03	20	\$115.00	\$118.45	TA-A22	09:31:46	09:35:57
06/02/23	4589779	BERLIN	SSRI	4.10	80	\$115.00	\$471.50	TA-A22	09:31:46	09:35:57
06/08/23	4598015	BERLIN	CONI	0.98	20	\$115.00	\$112.70	TA-A22	09:36:34	09:39:23
06/08/23	4598015	BERLIN	SSRI	3.90	80	\$115.00	\$448.50	TA-A22	09:36:34	09:39:23
06/09/23	4599583	BERLIN	CONI	2.79	50	\$115.00	\$320.85	TA-A22	08:11:17	08:14:01
06/09/23	4599583	BERLIN	SSRI	2.79	50	\$115.00	\$320.85	TA-A22	08:11:17	08:14:01
06/12/23	4601936	BERLIN	CONI	1.12	20	\$115.00	\$128.80	TA-A22	10:04:19	10:07:20
06/12/23	4601936	BERLIN	SSRI	4.50	80	\$115.00	\$517.50	TA-A22	10:04:19	10:07:20
06/15/23	4607580	BERLIN	CONI	0.99	20	\$115.00	\$113.85	TA-A22	08:13:13	08:18:18
06/15/23	4607580	BERLIN	SSRI	3.98	80	\$115.00	\$457.70	TA-A22	08:13:13	08:18:18
				38.22			\$4,395.30			

CONI = 11.33 Tons

SSRI = 26.89 Tons



Outcomes: Waste Management Metrics Review

**BEFORE THE LAUNCH
OF THE PROGRAM
(FEB 2022)**

9% Recyclables

UNACCEPTABLE RATE

53%

ACCEPTABLE RATE

47%

**EXPENSES FOR DISPOSAL OF
UNACCEPTABLE
RECYCLABLES**

\$203,738

**AFTER THE LAUNCH
OF THE PROGRAM
(JUN 2023)**

13% Recyclables

UNACCEPTABLE RATE

33%

ACCEPTABLE RATE

67%

**EXPENSES FOR DISPOSAL OF
UNACCEPTABLE
RECYCLABLES**

\$123,911

**SAVINGS FOR LESS DISPOSAL OF RECYCLABLES RENDERED
MSW \$ 79,827
(39.2% COMPARED WITH THE PREVIOUS YEAR)**

Timeline



Barriers to recycling

(Results of the Pilot Inspection Plan)

Behavior

- Residents have not established recycling as a household priority.
- Difficulties in establishing routines for sorting recyclables.
- Set-out rates inconsistent.

Lack of knowledge

- Confusion about What's IN / What's OUT.
- Wish-cycling.
- No understanding of the impact of contamination on commodity.
- No understanding of financial impacts to Town.

Attitudes and perceptions

- Not accepting, there is an impact on taxes.
- The environmental impact or other benefit.
- Not getting a personal motivational reward from recycling.



Resident Assessment

3 Types of Recyclers

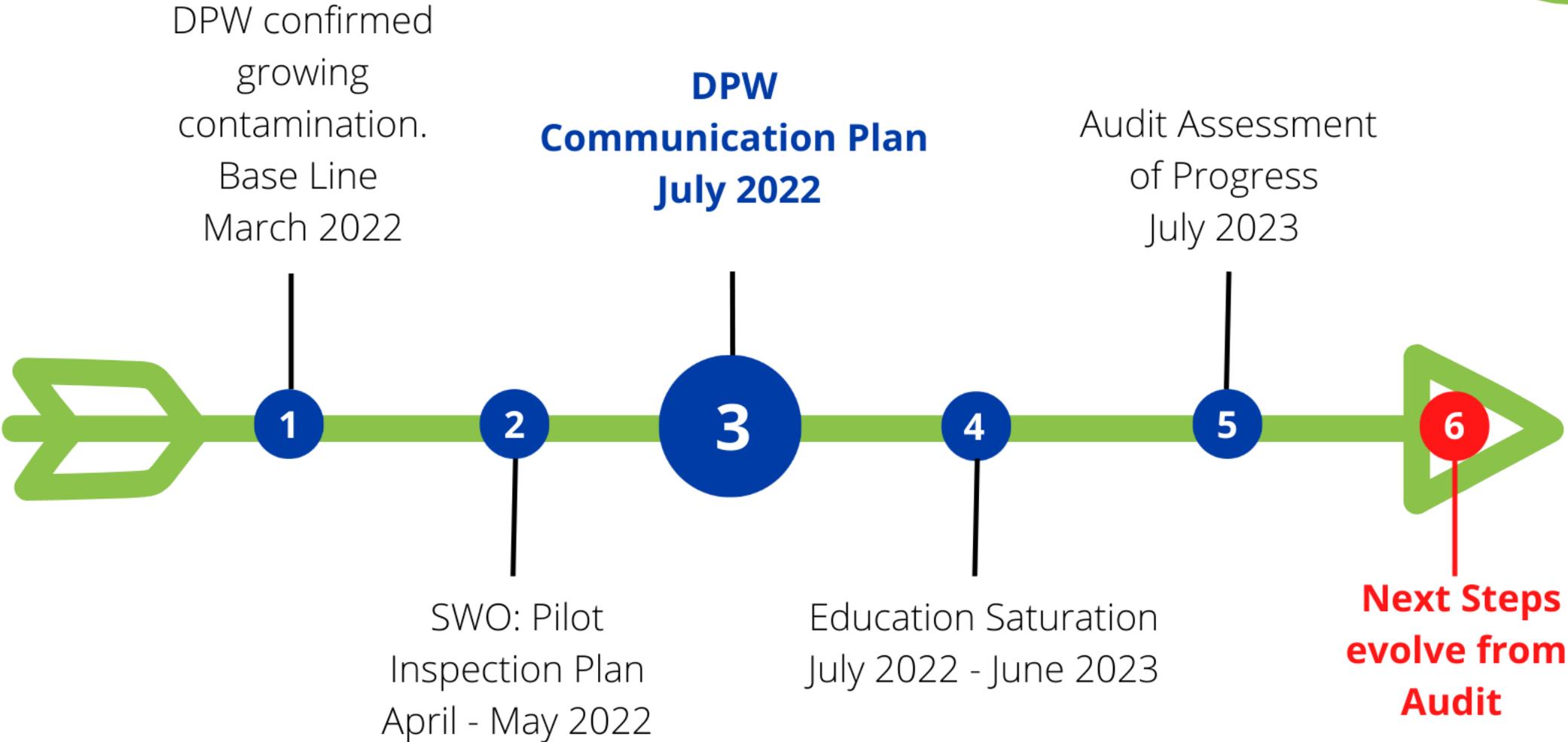
Under Performers Recycling unaware or aware but inactive. Not engaged.
Contamination rate **20% and above**

Learners Trying their best.
Contamination rate between **10% and 20%.**

High Performers Broadly competent.
Contamination rate below **10%.**



Timeline



Communication Assessment



01

Town had stopped direct communication with recyclers (pandemic).

02

Limited communication vehicles.

03

Inconsistent informational materials (Branding/Message/Visual identity-Uniformity).

04

Flyers are not enough! Missing a diverse strategy with multiple approaches.

05

Enforcement & Rewards Lacking.

Branding and Messages

Visual identity

Consistent message



East Hartford
RECYCLES
CLEAN!

- East Hartford Recycles Clean!
- Top Offenders!
- Your Behavior Costs Money!
- Recycling Clean to Save Tax Dollars!!
- When in Doubt, Throw It Out!





BLUE CART INSPECTIONS: LESSONS LEARNED

TOP OFFENDERS



**Do NOT put
recyclables
in a bag**



**NO plastic wrap
No straws
NO paper bags
with handles**



**NO styrofoam
in the blue cart**



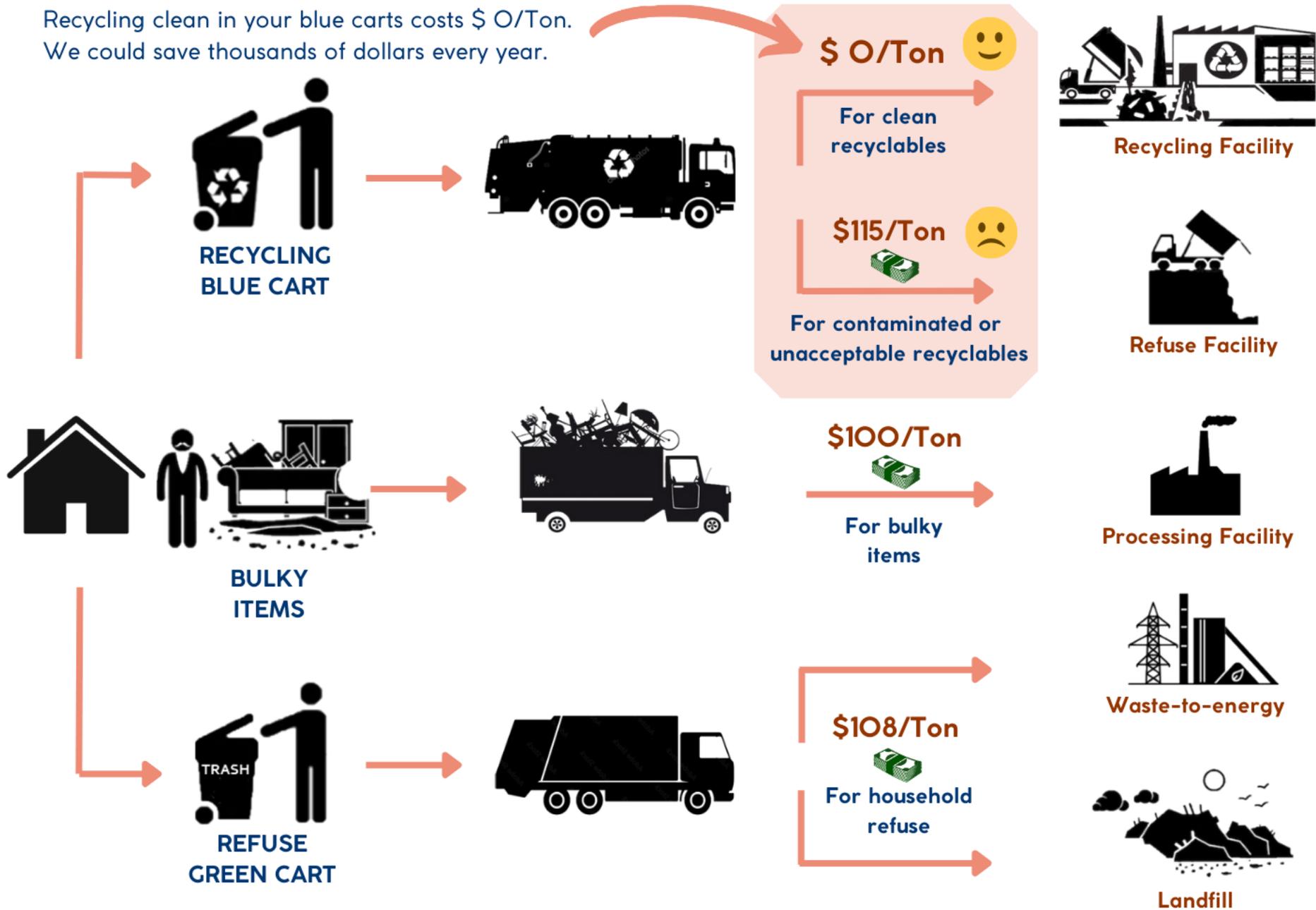
**Empty and rinse food &
beverage containers**



**NO food scraps
NO yard waste**

YOUR BEHAVIOR COSTS MONEY

Recycling clean in your blue carts costs \$ 0/Ton.
We could save thousands of dollars every year.



Approach Methods

Communication Activities

Direct marketing and education

- Door-to-door canvassing focused on Low Performers Recyclers

Mayor's monthly newsletter

- Monthly information about the East Hartford Recycling Program

Town Website & Social Media Mayor's Office

- Monthly information about the East Hartford Recycling Program

Printed materials (Decals)

- Retagging blue carts: Labels on covers (What's IN - What's OUT)

Newspaper Advertising

- The Gazette & La Vision.

Workshops/Roadshows
Public speaking/presentations

- Senior Center, Religious and cultural groups or local societies e.g. Women's organizations, youth groups, student groups, public schools, religious networks and communities such as churches, etc.

Timeline



NOTICE TAG
ETIQUETA DE AVISO



This tag means / Esta etiqueta significa

- You are putting unacceptable items in your blue cart.
- Está colocando artículos inaceptables en su carrito azul.
- Please remove items! Place them in your refuse cart.
- Por favor retírelos. Colóquelos en el carrito verde.
- Please call me, Solid Waste Official, Cesar Zapata

☎ (860) 291-7332 / 📧 czapata@easthartfordct.gov



NO plastic bags (full or empty)
NO bolsas plásticas (llenas o vacías)



NO plastic wrap
NO envoltorios de plástico



NO yard waste
NO desechos de jardín



NO styrofoam
NO poliestireno



NO plastic buckets over 3 gallons
NO baldes plásticos sobre 3 galones



NO toys
NO juguetes de ningún tipo



NOTICE TAG
ETIQUETA DE AVISO



NO laundry baskets
NO cestas de lavandería



NO bulky rigid plastics
NO plásticos rígidos voluminosos



NO tangler items
NO objetos enredantes



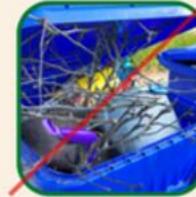
NO wooden items
NO objetos de madera



NO home appliances
NO electrodomésticos



NO scrap metal
NO chatarra o desechos de metal



The blue cart is not a trash bin
El carrito azul no es un basurero



NO clothes / NO textiles
NO ropa / NO textiles

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Department Of Public Works

TELEPHONE
(860) 291-7332

FAX (860) 291-7370

www.easthartfordct.gov

ALEXANDER M. TRUJILLO
DIRECTOR

1 Ecology Drive
East Hartford, Connecticut 06108

October 30, 2023

Manuel De Jesus Alvarez,
53 Governor St
East Hartford, CT 06108

Re: Blue Cart Inspections – What is Recycling Clean?

Dear Property Owner and/or Tenant:

The East Hartford Public Works Department has been conducting curbside recycling blue cart inspections to boost local recycling efforts. You are receiving this notice because unacceptable items were found in your blue cart.

RECYCLING CLEAN means the careful placement of items, **WHAT'S IN/WHAT'S OUT**, in your recycling blue carts. **Please be thoughtful about what you place in the blue cart: When in doubt, throw it out in your green trash cart.**

Every year we **throw away more** and **recycle less**. In addition, 53% of the materials collected in blue carts are contaminated. This means **higher costs to taxpayers**. Recycling Clean in your blue carts costs \$ 0/Ton. Contaminated or unacceptable recyclables end up in refuse facilities and the Town of East Hartford pays \$ 115/ton. We could save thousands of dollars every year if we are careful about what goes in the blue cart.

- Plastic bags are the Top Offender in blue carts. **Do not put recyclables in plastic bags**. Put them loose in the cart. Plastic bags, plastic wraps, or plastic film often get mixed with other recyclables and caught in the machines. Return Plastic Bags and Other Film to Stores: Clean and dry plastic bags and other types of film, such as grocery bags, bubble wrap, newspaper bags, dry cleaning bags, and wrap from cases of toilet paper or paper towels can be brought back to participating retailers. Otherwise, put these items in the trash.
- Put Styrofoam in the trash. It has a low density and is very lightweight, making it unsuitable for automated sorting.
- "Wishcycling" means putting materials into the blue cart because you think they might be allowed – is common, but could potentially cause entire loads of recyclable materials to be rejected because of a high contamination rate.

SCAN ME
Watch the videos and find out where unacceptable recyclables end up and what issues may cause.



Please email me at czapata@easthartfordct.gov or call me at (860) 291-7332 between the hours of 7:45 a.m. and 2:50 p.m., Monday through Friday, to discuss this letter.

Sincerely,

Cesar Zapata
Solid Waste Official

1,900 Letters



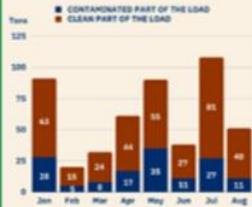
The Solid Waste Official Reports

East Hartford Recycling Annual Report

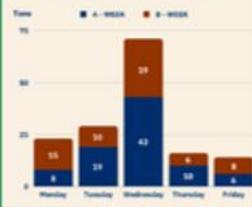
CONTAMINATION TRACKING



142 Contaminated Tons mixed with 350 Clean recyclables = \$ 56,562



What neighborhoods did the 142 contaminated tons come from?



A - WEEK = 85 Contaminated Tons B - WEEK = 57 Contaminated Tons

Scan me and see your recycling collection day and week

Annual Recycling Calendar

Dear Residents,

From January to August 2023, the Town of East Hartford recycled 2,357 tons. The recycling facility graded 492 tons (21%) as unacceptable. As a result, the cost of disposing of these materials for the town was \$56,552. See the detailed report below.

Contamination Tracking

- Disposing of clean recyclables costs the town nothing, but the recycling facility charges \$115 for each ton of contaminated recyclables.
- The facility deems a load contaminated when it contains 20% or more non-recyclables.
- From January 1 to August 31, 2023, our hauler dumped 492-ton loads that were 29% (142 tons) contaminated and 71% (350) clean.
- The recycling facility could not separate the contaminated part of the load, so the town had to pay \$56,562 to dispose of the 492 mixed materials tons.

What neighborhoods did the 142 contaminated tons come from?

- It depends on your collection day and week.
- The worst performance days are Mondays, Tuesdays, and Wednesdays. From January to August 2023, neighborhoods whose collection day is Monday, Tuesday, and Wednesday have generated 23, 29, and 62 contaminated tons respectively, representing 80% of the total.
- Neighborhoods off of Tolland St., Burnside Ave, Main St., High St., Broad St., Handel Rd., Cannon Rd., Woodlawn Cir, Walnut St., and Great Hill Rd, please be thoughtful about what you place in the blue cart: when in doubt, throw it out in your green trash cart.
- On the other hand, the best performance days are Thursdays and Fridays. Neighborhoods whose collection days are Thursdays and Fridays have generated 29 contaminated tons (20% of the total).
- Neighborhoods off of Oak St., Forest St., Forbes St., Silver Ln, Brewer St., Hill St., and Maple St., are doing a good job, but you can do it even better.

Remember, East Hartford Recycles Clean!



The Solid Waste Official Reports

East Hartford Recycling Annual Report

ACCEPTABLE ITEMS IN BLUE CARTS



Dear Residents,

As you know, The East Hartford Public Works Department has been conducting curbside recycling blue cart inspections to boost local recycling efforts. Although we met our goals for the first year, there is still much to do.

RECYCLING CLEAN means the careful placement of items, WHAT'S IN/WHAT'S OUT, in your recycling blue carts.

Every year we throw away more and recycle less. This means higher costs to taxpayers. Recycling Clean in your blue carts costs \$ 0/Ton. Contaminated or unacceptable recyclables end up in refuse facilities and the Town of East Hartford pays

\$ 115/ton. We could save thousands of dollars every year if we are careful about what goes in in the blue cart.

Please be thoughtful about what you place in the blue cart: when in doubt, throw it out in your green trash cart.

See below the list of acceptable items in your blue carts:

- Paper:** Cardboard & boxboard; Food & beverage cartons; Magazines & newspaper inserts; Newsprint; Office paper, and Pizza boxes (without scrap food. The liner should go in the trash)
- Glass:** Beverage bottles & jars; Food bottles, and jars.
- Metal:** Aerosol containers (food grade only), Aluminum foil (make sure it is clean), Cans & bottles.
- Plastic:** Plastic bottles (with or without caps attached); Plastic containers tubs & lids; Plastic one-use cups (no lids, no straws)

Remember, East Hartford Recycles Clean!



Town of East Hartford, CT – Government

Aug 9 · 🌐

Many of you asked for a list of items acceptable in your recycling carts....
See more



👍❤️ 24

15 comments • 9 shares



Town of East Hartford, CT – Government

Feb 21 · 🌐

WE DID IT, East Hartford! We reduced our recycling contamination rates!... See more

THE CONTAMINATION RATE IN BLUE CARTS IS GOING DOWN

Please be thoughtful about what you place in the blue cart

UNACCEPTABLE ITEMS COST MONEY!

53%	45%
FY 2022	FY 2023

👍❤️ 58

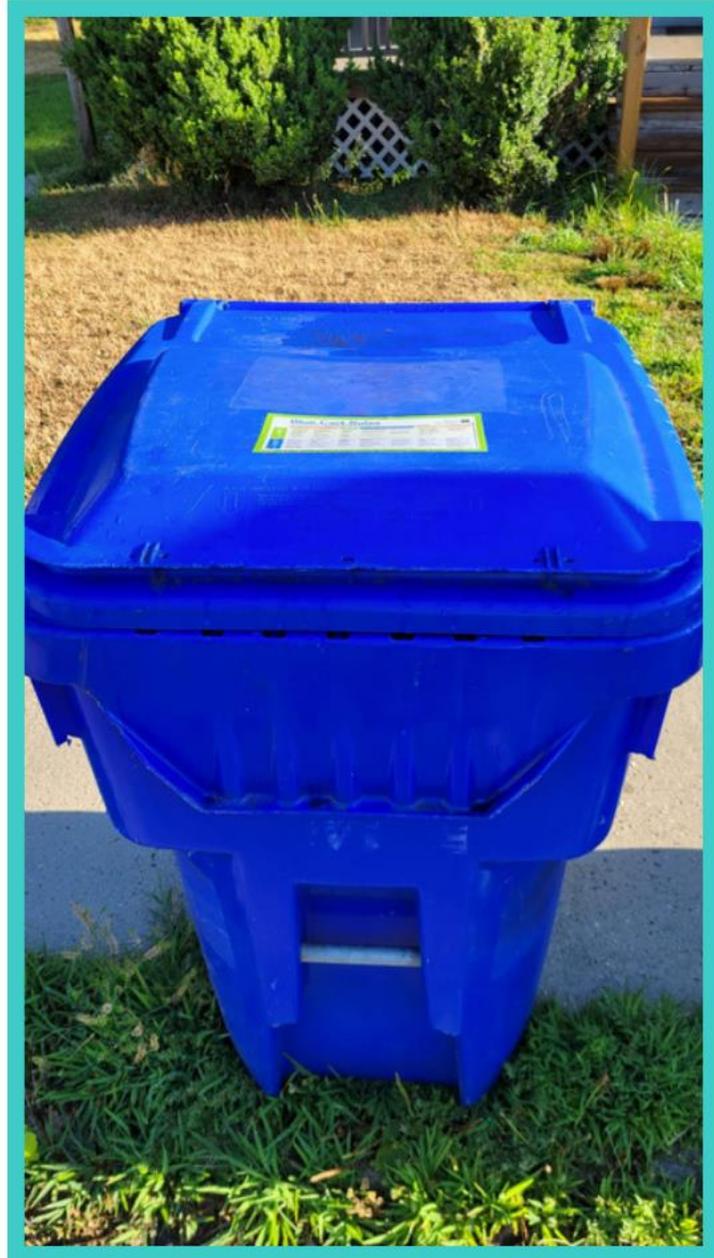
16 comments • 6 shares



**TAGGING
BLUE
CARTS**

**BLUE
CART
RULES**

**WHAT'S
IN
WHAT'S
OUT**





Workshops at Middle & Highschool



DEEP Presentation



Meeting with experts



Workshop at the Senior Center

East Hartford emite un aviso sobre el virus de la viruela del mono

El departamento de salud de la ciudad de East Hartford emitió un aviso a mediados de agosto para alertar a los residentes sobre la creciente amenaza que representa el virus de la viruela del mono.

Los funcionarios de salud han descrito síntomas comunes que incluyen sarpullido o linas que pueden parecer granos o ampollas. Estos pueden estar en todo el cuerpo o solo en ciertas partes, como la cara, las manos o los pies, así como en la boca o dentro de esta, los genitales o el ano.

Algunas personas también tienen síntomas similares a los de la gripe. Cualquier persona que tenga un sarpullido que se parezca a la viruela del mono debe comunicarse con su proveedor de atención médica, incluso si no está seguro de haber tenido contacto con alguien que tenga la viruela del mono.

"Es importante que las personas entiendan cómo se propaga la viruela del mono, cómo reducir el riesgo de exposición y si se recomienda recibir la vacuna JYNNEOS para reducir la probabilidad de contraer el virus", dijo Laurence Burnard, Directora de Salud.

Hay un suministro limitado de vacunas para el virus de la viruela del mono disponible en Connecticut y las vacunas se priorizan para



East Hartford emitió un aviso sobre el virus de la viruela del mono y su amenaza para ciertas poblaciones de riesgo.

aquellas personas que se consideran de alto riesgo. De acuerdo con el aviso, cualquier persona puede contraer y propagar la viruela del mono, pero los casos que detectados hasta la fecha se propagan principalmente a través del contacto sexual y de otro tipo de contactos íntimos entre hombres homosexuales, bisexuales y otros colectivos que tienen contacto sexual con hombres. Las personas que tienen parejas sexuales múltiples o anónimas corren un mayor riesgo de exposición a la viruela del mono.

A mediados de agosto, se registraron más de 10,700 casos de la viruela del mono en los Estados Unidos, con casos confirmados en casi todos los estados, incluidos 57 en Connecticut.

La información y los recursos están disponibles en la página web oficial de la ciudad de East Hartford en www.easthartfordct.gov. Las personas también pueden comunicarse con el Departamento de Salud llamando al 860-291-7314 para hablar con una enfermera de salud pública.

WEM

Barbería local hace noticia

Exclusive Cuts Barbershop, ubicada en 182 Main Street en East Hartford, fue noticia por ofrecer cortes de cabello gratuitos para el regreso a la escuela a estudiantes locales durante tres días en agosto, incluido el 24, el primer día de clases.

La idea fue promovida por Francisca Betancourt, que trabaja como especialista en apoyo familiar en Sprague High School y cuyo esposo es peluquero en Exclusive Cuts Barbershop. Francisca le comentó a NBC Connecticut News que un nuevo corte de cabello hará que los estu-

diantes se sientan cómodos en las clases. Su esposo, Ángel Morales, señaló que no todos pueden pagar un corte de cabello en su visita a las clases.

Algunos estudiantes también recibieron modiflas gratis como parte de este evento comunitario.

WEM

East Hartford contrata un gerente para la supervisión del reciclaje



Cesar Zapata fue contratado recientemente como primer gerente para el reciclaje de East Hartford.

Recientemente, la ciudad de East Hartford anunció la contratación de Cesar Zapata como el primer "Gerente de Reciclaje" de East Hartford para supervisar el programa de reciclaje de la comunidad.

Cesar Zapata es economista y especialista en gestión de calidad y auditoría ambiental, con una Maestría en Administración Estratégica de Empresas.

Zapata tiene una amplia experiencia en gobiernos locales en Perú, donde se desempeñó en una variedad de funciones gerenciales, administrativas, financieras, de planificación y presupuestarias. Su experiencia profesional también incluye la planificación del manejo de residuos sólidos, así como la investigación del comportamiento humano asociado a las prácticas de reciclaje. Zapata se desempeñó como jefe de proyectos en Santiago de Surco, Lima (Perú) una ciudad de 300,000 habitantes, donde implementó con éxito la primera instalación de reciclaje.

En su nuevo cargo como gerente para la supervisión del reciclaje de la ciudad de East Hartford, Zapata se centrará en la inspección, la sensibilización y el cumplimiento del programa de reciclaje de la comunidad, en un esfuerzo por eliminar los materiales inapropiados que aumentan los costos para los contribuyentes y reducen el éxito del reciclaje en la ciudad.

Como parte de sus nuevas funciones, fomentará mejores relaciones con el reciclaje en las vías peatonales a través de la educación pública y las campañas de divulgación.

"Tengo muy orgullo de todo el trabajo que he realizado en beneficio de la protección del medio ambiente", expresó Zapata. "Tengo muy agradecido con la ciudad de East Hartford por darme la oportunidad de hacer lo que más amo: servir a las personas. Además, quiero expresar mi compromiso de compartir mi conocimiento y experiencia para hacer de East Hartford una ciudad con un futuro sostenible para todos sus residentes".

"Tengo encantado de que el Sr. Zapata se una a nuestro equipo con el objetivo de mejorar el programa de reciclaje de la ciudad", dijo el alcalde Michael P. Iachin. "El señor Zapata aporta una gran experiencia y nos sentimos honrados de tenerlo a bordo", añadió.

Podrá encontrar más información relacionada con el programa de reciclaje de East Hartford y con el modo de disposición de ciertos desechos sólidos, a través del siguiente portal web: <https://www.easthartfordct.gov/recycling>.

WEM

Town of East Hartford. Department of Public Works

INSPECCIÓN DE CARRITOS AZULES: LECCIONES APRENDIDAS

PRINCIPALES CONTAMINANTES

NO use botellas reciclables vacías

NO envoltorios de plástico
NO sorbetes
NO botellas de papel con asas

NO poliestireno (styrofoam) de ningún tipo (contenedores de comidas y bebidas o embalajes)

NO restos de comida
NO desechos de jardín

Vacíe y enjuague sus contenedores de comidas y bebidas

Inspección de Carritos Azules: Lecciones Aprendidas

El Departamento de Obras Públicas de East Hartford llevó a cabo un programa de inspección de reciclaje entre el 25 de abril y el 25 de mayo. El objetivo del programa era evaluar los esfuerzos de reciclaje de East Hartford, así como sensibilizar y educar a los residentes sobre un reciclaje adecuado y correcto. Como Oficial de Reciclaje, realizó una inspección visual del contenido de los carritos azules en varias vecindades e identificó una variedad de contaminantes. Los contaminantes más comunes se describen a continuación.

Por favor, estos artículos NO son reciclables. Recuerde que East Hartford Recicla Limpio!

La atención especializada que se mueve por ti

¿El dolor le está impidiendo hacer lo que más te gusta? Esto no debería ser un impedimento.

Ahora puede contar con nuestro equipo de expertos, que le brindarán una variedad de tratamientos personalizados para resolver sus problemas ortopédicos (tanto quirúrgicos, como no quirúrgicos). Desde el corazón de su comunidad ofrecemos lo mejor en medicina deportiva, reemplazo de articulaciones, cirugía artroscópica, atención de los senos paranasales, manejo del dolor, podología, cuidado de manos, fracturas, fisiatría y rehabilitación, así como todo lo relacionado con la ortopedia general.

Dé el primer paso para volver a hacer eso que tanto disfruta. ¡Pida su cita hoy mismo!

Bristol Health Medical Group **ORTHOPEDIC & SPINE HEALTH**

833.4BHDOCS | bristolhealth.org/ortho
Bristol | New Britain | Southington

Public Works hires first Solid Waste Official

The town of East Hartford recently announced the hiring of Mr. Cesar Zapata as East Hartford's first Solid Waste Official to oversee the town's recycling program.

Cesar Zapata is an economist and a specialist in quality management and environmental auditing, with a Master's Degree in Strategic Business Administration.

Mr. Zapata has extensive experience in local governments in Peru where he served in a variety of managerial, administrative, financial, planning, and budgeting roles.

His professional experience also includes solid waste management planning as well as implementation and research on human behavior associated with recycling practices.

Mr. Zapata served as Project Lead for Santiago de Surco, Peru.



CESAR ZAPATA

where he successfully implemented the first recycling facility.

In his new role as a Solid

Waste Official for the Town of East Hartford, Mr. Zapata will focus on inspection, education, and enforcement of the town's recycling program in an effort to eliminate unacceptable materials that increase costs to taxpayers and reduce Town's recycling success. He will encourage improved curbside recycling behavior through public education, outreach campaigns and enforcement.

"I am so proud of all the work I have done on behalf of the protection of the environment," said Mr. Zapata. "I am so grateful to the Town of East Hartford for giving me the opportunity to do what I love most - serving people. Furthermore, I want to express my commitment to sharing my knowledge and experience to make East Hartford a city with a sustainable future for all its residents."



The Solid Waste Official Reports
Cesar Zapata

The East Hartford Public Works Department launched a new program to boost local recycling efforts. Starting on Monday, April 25 and through Wednesday, May 25, as a Solid Waste Official I carried out a pilot inspection plan of curbside recycling blue carts. I conducted a visual inspection of the contents of recycling carts on Beech (7 homes), Columbus (29 homes), Wadsworth (9 homes) and Outlook (18 homes) Streets, 63 families in total. I have found a variety of contaminated and/or unacceptable materials in the blue carts. The final findings show us, the most common contaminants, which are referred to "Top Offenders".

The community is urged to remove these materials from their blue carts. Remember, "East Hartford Recycles Clean".

 **BLUE CART INSPECTIONS: LESSONS LEARNED**
TOP OFFENDERS

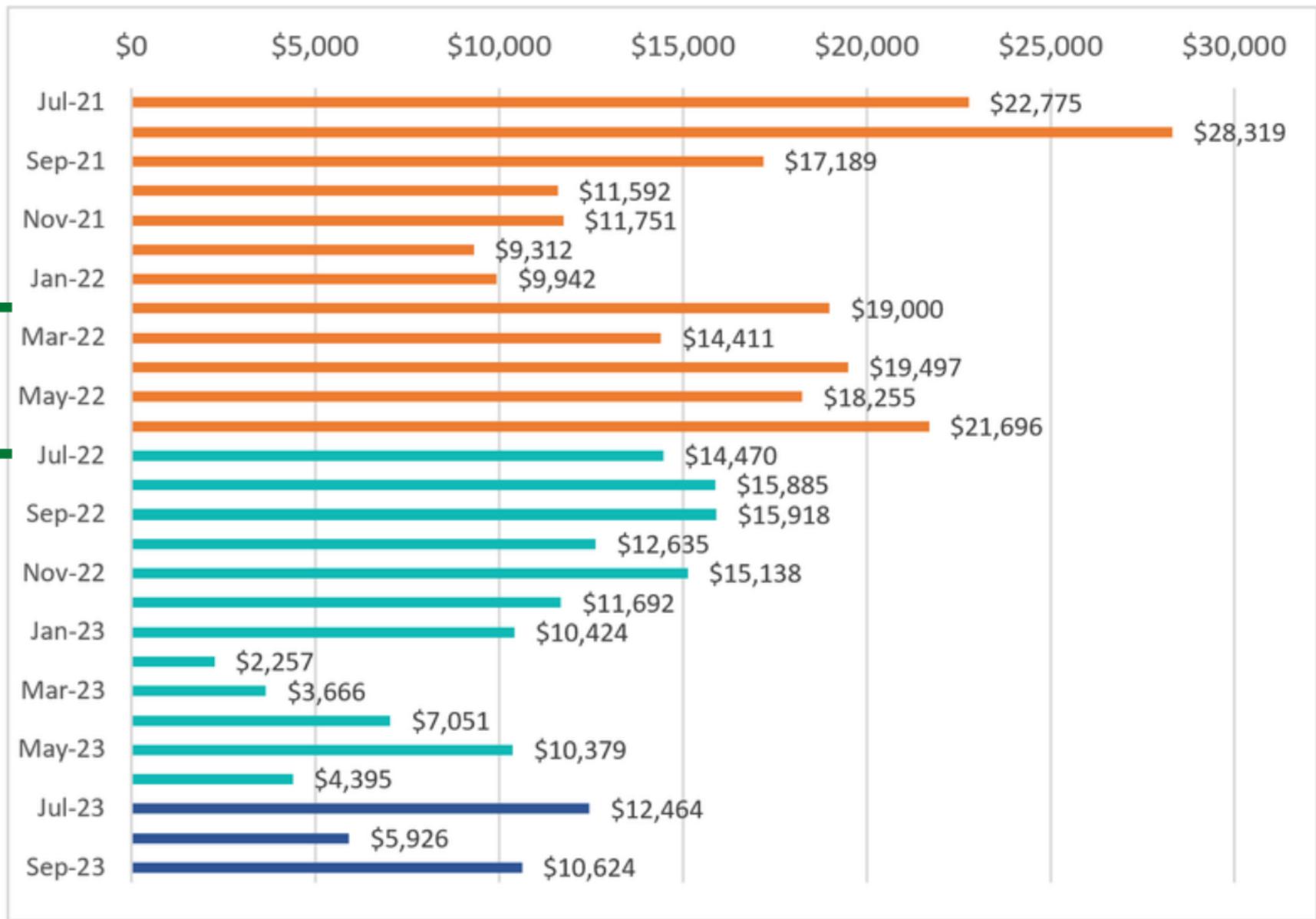
- 
Do NOT put recyclables in a bag
- 
NO plastic wrap
No straws
NO paper bags with handles
- 
NO styrofoam in the blue cart
- 
Empty and rinse food & beverage containers
- 
NO food scraps
NO yard waste

Timeline





Hiring month **Program Launch**



Hiring month



Program Launch





THANK YOU!

Cesar Zapata
Solid Waste Official
Town of East Hartford
Office 860-291-7332
czapata@easthartfordct.gov



Localized Flooding

TOWN COUNCIL PRESENTATION

NOVEMBER 21, 2023

Douglas R. Wilson, PE
Town Engineer/LTA



WHAT IS “LOCALIZED FLOODING”?

This year, more than most, we’ve seen a significant increase in flooding in areas not normally experiencing any flooding. These are not, in most cases, designated FEMA flood zones.

The main issue:

excess runoff from “abnormal” rainfall is overwhelming the stormwater drainage systems, which causes significant surface runoff where it is not normally found

Abnormal rainfall is when a storm has an unusually high intensity (inches per hour or total inches of rainfall) that occurs in a short duration (in several cases, less than an hour).

Localized flooding is not experienced when we have “normal” rainfall. The stormwater drainage system can collect and transport runoff from “normal” rainfall events without localized flooding.



WHAT IS "NORMAL" RAINFALL?

Using the Almanac from the Hartford Courant, the normal amount of rainfall through November 8 would be 40.36 inches. That equates to:

- 0.13 inches per day
- 0.91 inches per week
- 3.88 inches per month

We've received an abnormal amount of rainfall for the year to date:

55.3 inches

(14.9 inches over normal year to date)



ALMANAC

Windsor Locks as of 3 p.m. Wednesday

Precipitation	Total	Normal
24-hour total	0.00"	0.11"
Month to date	0.25"	0.90"
Year to date	55.29"	40.36"

14-day Precipitation





WHAT'S "NORMAL" RAINFALL FOR EAST HARTFORD?

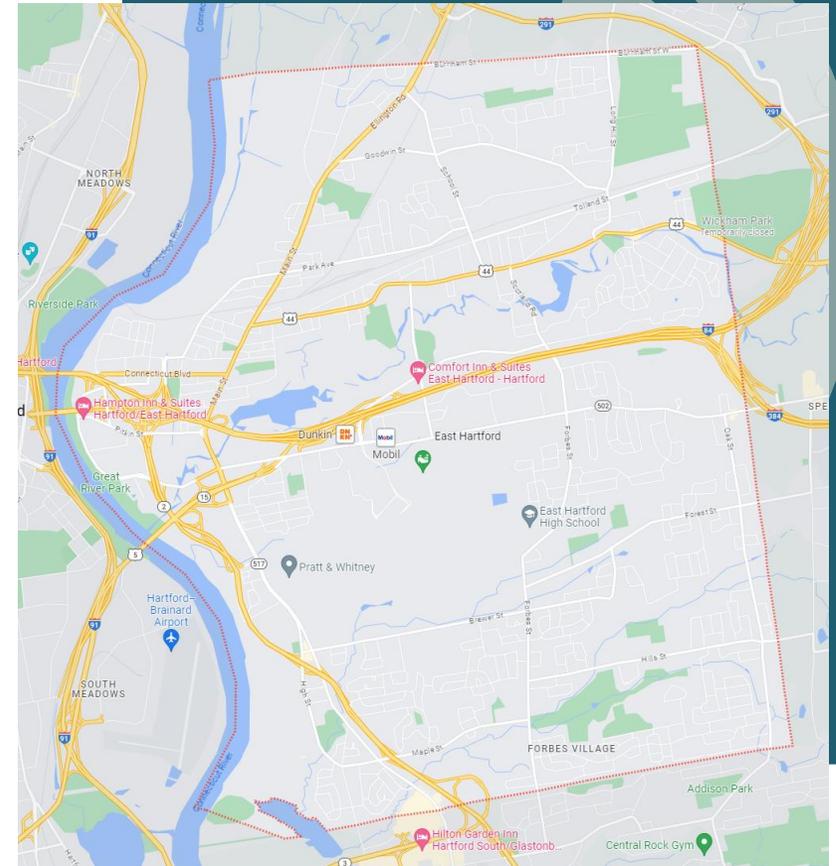
Using records for Brainard Airport in Hartford, the normal rainfall (based on daily records from 1991 to 2020) is:

42.8 inches (*3.57 inches per month*)

The amount of rainfall, year to date, is:

55.0 inches

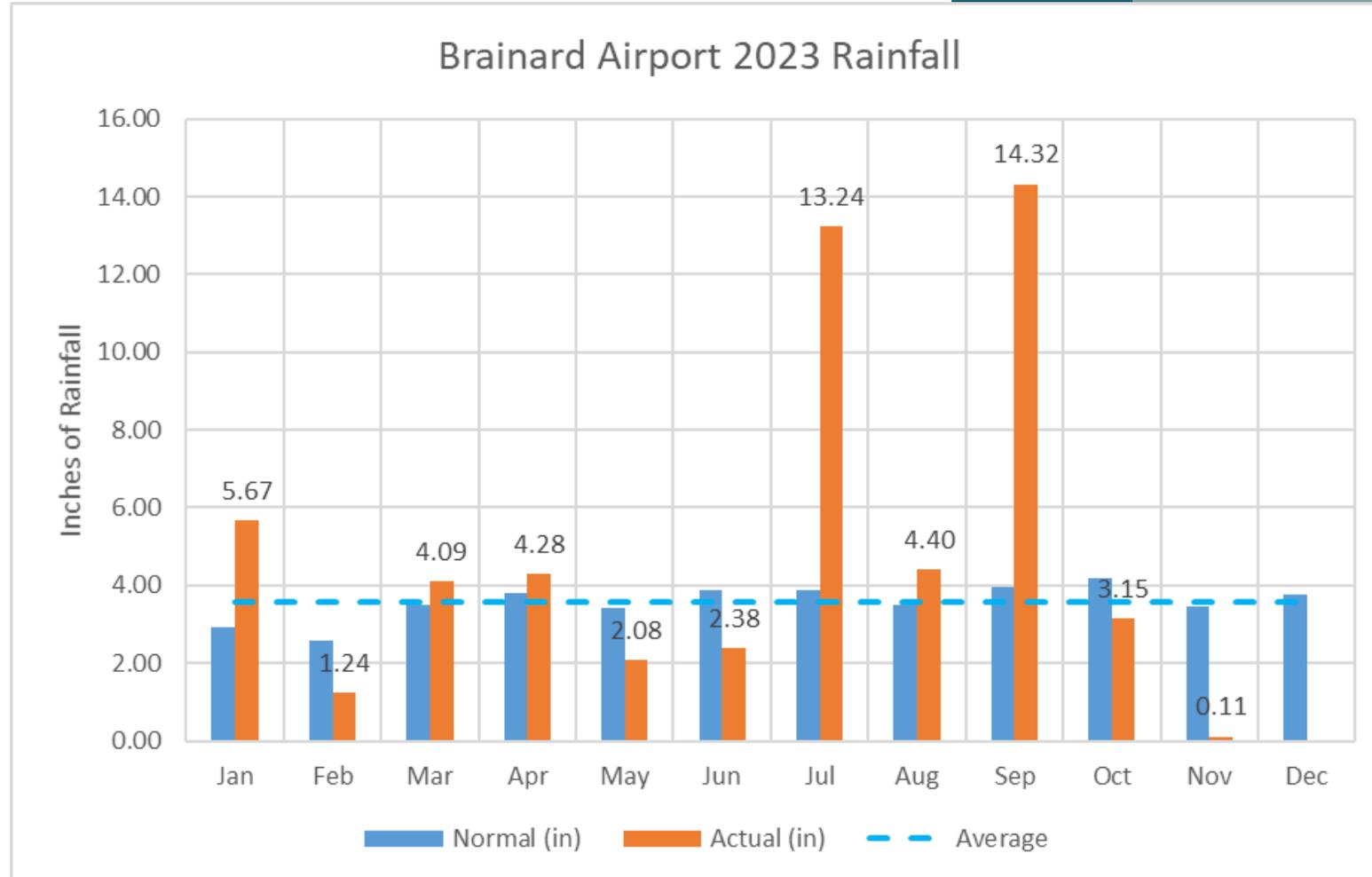
*(12.2 inches over normal yearly total,
with more rainfall coming)*





WHEN DID WE GET THE ABNORMAL RAINFALL?

- July
- September





HOW MUCH RAINFALL CAN THE STORMWATER DRAINAGE SYSTEMS HANDLE?

For most of East Hartford, the capacity of the stormwater drainage system was established when residential subdivisions were developed. Piped storm drainage systems and minor “ditches” were required to convey 10-year storm runoff; major channels convey 25-year runoff.

The “return period” in terms of “years” is really an indication of probability that a storm with that intensity will occur in any year. The probability is the inverse of the return period.

For any given storm, the amount of rainfall (inches) and the duration of the rainfall determine the return period (probability).

Return Period	Probability
1-year	100%
2-year	50%
5-year	20%
10-year	10%
25-year	4%
100-year	1%
500-year	0.2%

INTENSITY-DURATION-FREQUENCY FOR EAST HARTFORD



EXAMPLE

Imagine that 3 inches of rain falls during a storm over the course of a day (24 hours) – that intensity has a 2-year return period, meaning that it is very likely (50% probability in any given year) to occur. And, the storm drainage system is able to convey the runoff to the adjacent waterway without issue. If the same 3 inches of rain falls in a 3-hour period, then the return period is between 10- and 25-years and the system can still convey the runoff. But, if the 3 inches of rain falls in just an hour (60 minutes), the return period is approximately 184 years (0.54% of occurring in any given year) and the storm system is overwhelmed and localized flooding will occur.

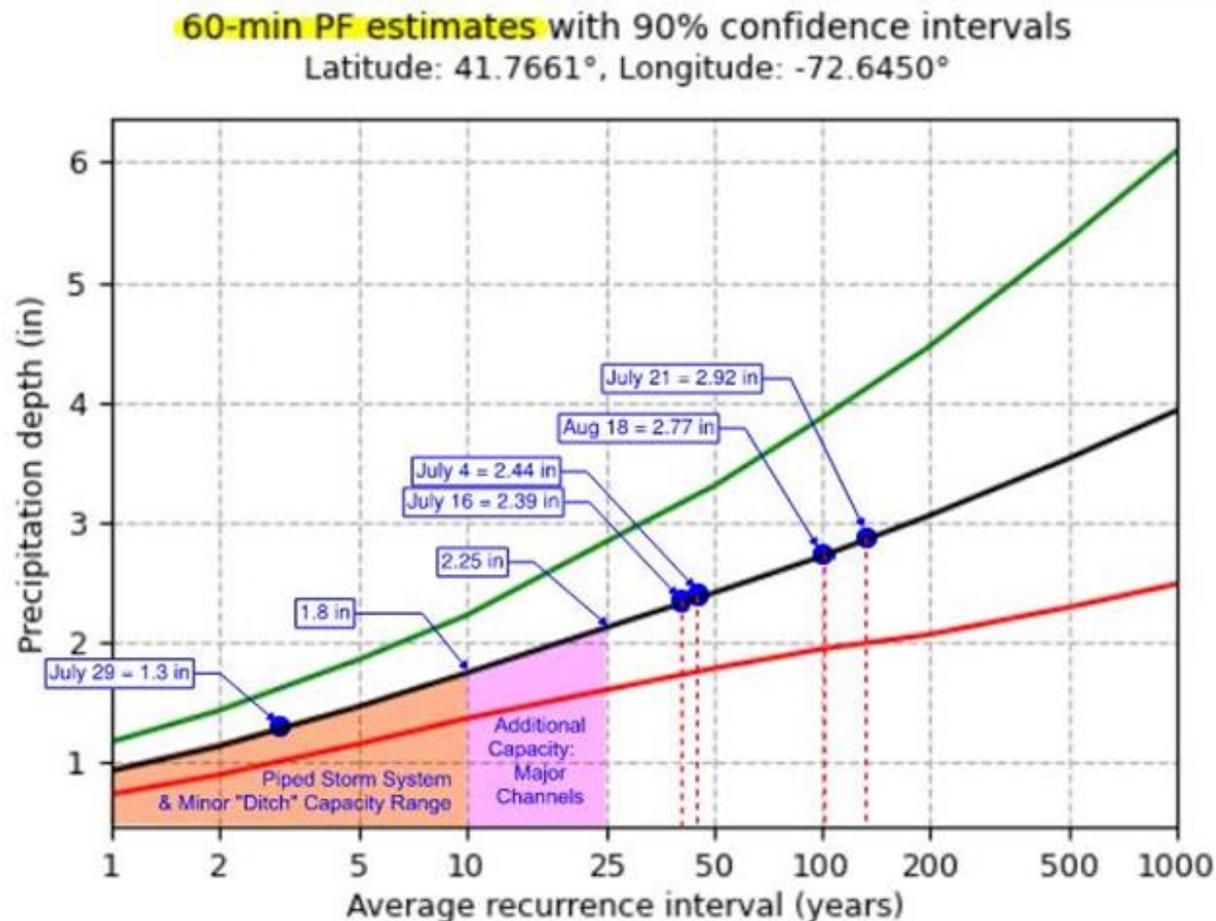
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.332 (0.263-0.419)	0.404 (0.320-0.510)	0.522 (0.411-0.659)	0.619 (0.485-0.789)	0.753 (0.569-1.01)	0.854 (0.631-1.17)	0.959 (0.687-1.37)	1.08 (0.729-1.57)	1.25 (0.810-1.89)	1.39 (0.878-2.15)
10-min	0.471 (0.373-0.593)	0.573 (0.453-0.722)	0.739 (0.582-0.937)	0.877 (0.687-1.12)	1.07 (0.806-1.43)	1.21 (0.894-1.66)	1.36 (0.974-1.94)	1.53 (1.03-2.23)	1.77 (1.15-2.68)	1.97 (1.24-3.05)
15-min	0.554 (0.439-0.698)	0.674 (0.533-0.850)	0.870 (0.686-1.10)	1.03 (0.809-1.32)	1.26 (0.949-1.68)	1.42 (1.05-1.95)	1.60 (1.15-2.28)	1.80 (1.22-2.62)	2.08 (1.35-3.15)	2.31 (1.46-3.58)
30-min	0.743 (0.588-0.936)	0.905 (0.715-1.14)	1.17 (0.922-1.48)	1.39 (1.09-1.77)	1.69 (1.28-2.26)	1.92 (1.42-2.63)	2.16 (1.55-3.07)	2.43 (1.64-3.54)	2.81 (1.82-4.26)	3.12 (1.98-4.84)
60-min	0.931 (0.737-1.17)	1.14 (0.898-1.43)	1.47 (1.16-1.86)	1.75 (1.37-2.23)	2.13 (1.61-2.85)	2.42 (1.79-3.31)	2.72 (1.95-3.87)	3.05 (2.07-4.46)	3.54 (2.30-5.36)	3.93 (2.49-6.09)
2-hr	1.21 (0.966-1.52)	1.47 (1.17-1.84)	1.89 (1.50-2.38)	2.24 (1.77-2.84)	2.72 (2.08-3.63)	3.08 (2.30-4.21)	3.47 (2.51-4.94)	3.92 (2.66-5.69)	4.59 (2.98-6.91)	5.15 (3.27-7.93)
3-hr	1.40 (1.12-1.74)	1.69 (1.35-2.12)	2.18 (1.73-2.73)	2.58 (2.04-3.25)	3.13 (2.40-4.16)	3.54 (2.65-4.82)	3.98 (2.90-5.67)	4.51 (3.07-6.53)	5.31 (3.46-7.98)	6.00 (3.81-9.20)
6-hr	1.74 (1.40-2.16)	2.12 (1.70-2.63)	2.73 (2.19-3.40)	3.24 (2.58-4.06)	3.94 (3.03-5.21)	4.46 (3.36-6.05)	5.02 (3.68-7.13)	5.71 (3.90-8.21)	6.77 (4.43-10.1)	7.68 (4.90-11.7)
12-hr	2.11 (1.71-2.60)	2.59 (2.09-3.19)	3.37 (2.71-4.16)	4.01 (3.21-5.00)	4.90 (3.80-6.44)	5.56 (4.22-7.50)	6.27 (4.63-8.87)	7.16 (4.90-10.2)	8.53 (5.60-12.7)	9.72 (6.22-14.7)
24-hr	2.46 (2.00-3.01)	3.06 (2.49-3.75)	4.04 (3.28-4.97)	4.86 (3.91-6.01)	5.98 (4.67-7.84)	6.80 (5.20-9.16)	7.71 (5.74-10.9)	8.87 (6.10-12.6)	10.7 (7.05-15.8)	12.3 (7.92-18.6)
2-day	2.79 (2.29-3.39)	3.53 (2.89-4.30)	4.74 (3.87-5.79)	5.74 (4.66-7.06)	7.13 (5.61-9.32)	8.13 (6.28-10.9)	9.26 (6.99-13.1)	10.8 (7.42-15.2)	13.3 (8.75-19.4)	15.5 (9.98-23.2)
3-day	3.04 (2.50-3.67)	3.85 (3.17-4.67)	5.18 (4.24-6.30)	6.29 (5.11-7.70)	7.81 (6.17-10.2)	8.91 (6.90-12.0)	10.2 (7.70-14.4)	11.8 (8.17-16.7)	14.7 (9.68-21.4)	17.2 (11.1-25.6)
4-day	3.25 (2.68-3.92)	4.11 (3.39-4.97)	5.53 (4.54-6.71)	6.70 (5.46-8.18)	8.32 (6.58-10.8)	9.48 (7.37-12.7)	10.8 (8.21-15.3)	12.6 (8.71-17.7)	15.6 (10.3-22.7)	18.3 (11.8-27.1)
7-day	3.82 (3.17-4.58)	4.78 (3.96-5.74)	6.35 (5.24-7.66)	7.65 (6.27-9.29)	9.45 (7.51-12.2)	10.7 (8.37-14.3)	12.2 (9.29-17.1)	14.2 (9.83-19.8)	17.4 (11.5-25.2)	20.3 (13.1-29.9)
10-day	4.40 (3.67-5.27)	5.42 (4.50-6.49)	7.07 (5.85-8.50)	8.44 (6.94-10.2)	10.3 (8.22-13.2)	11.7 (9.12-15.4)	13.2 (10.0-18.4)	15.2 (10.6-21.2)	18.5 (12.3-26.6)	21.4 (13.8-31.4)
20-day	6.34 (5.31-7.53)	7.40 (6.20-8.81)	9.15 (7.62-10.9)	10.6 (8.77-12.7)	12.6 (10.0-15.9)	14.1 (10.9-18.2)	15.6 (11.8-21.2)	17.6 (12.3-24.2)	20.6 (13.8-29.4)	23.1 (15.0-33.8)
30-day	8.01 (6.74-9.48)	9.10 (7.65-10.8)	10.9 (9.11-13.0)	12.4 (10.3-14.8)	14.4 (11.5-18.1)	15.9 (12.4-20.4)	17.6 (13.2-23.4)	19.4 (13.6-26.6)	22.1 (14.8-31.4)	24.3 (15.8-35.3)



WHAT WERE THE RETURN PERIODS OF THE MAJOR RAINFALL EVENTS IN JULY?

Based on observations by residents and Department of Public Works staff, it seems the four storms all occurred in about an hour. That means that the July 4 and July 16 rainfall were just under 50 year storms, the August 18 storm was a 100-year storm and the July 21 storm was almost a 150-year storm event.

In contrast to the four (4) high rainfall storms, the July 29 rainfall is less than 5-year event.





WHAT CAN THE TOWN DO ABOUT LOCALIZED FLOODING?

Short-Term

The East Hartford Department of Public Works is evaluating localized flooding from these storms to determine if there are any blockages that are reducing the capacity of the storm drainage system. If found, blockages will be removed or pipes will be replaced to maintain system capacity. Minor improvements, like changing the type of catch basin top to increase capture capacity or providing other overflow relief, will be evaluated on a case-by-case basis.

Longer-Term

Major improvements, like complete upgrade of a storm drainage system or a culvert replacement, require engineered analysis and design, which will be addressed when funding is available.





WHAT CAN RESIDENTS DO ABOUT LOCALIZED FLOODING?

Residents can consider how their property is arranged and what they might be able to do to reduce your risk:

- Are they near a low point in the road?
- Where are catch basins located?
- If the storm drain system is overwhelmed, where would the excess runoff travel?
- Could your lawn be regraded to keep water away from a garage/basement/shed?
- Could they move a shed away from the area that would flood if the storm drainage system is overwhelmed?

Residents can also be good observers when flooding occurs and take photos to document the level/extent and the time (including when rainfall starts and ends). The more information we have the better we can evaluate what is causing the flooding. Residents can report localized flooding and upload photos to the Town's QAlert system using the Drainage/Flooding Issue request type.

Sawka Drive Flooding

July 21st 2023



Looking North from #69 Sawka Drive



Looking East from #69 Sawka Drive

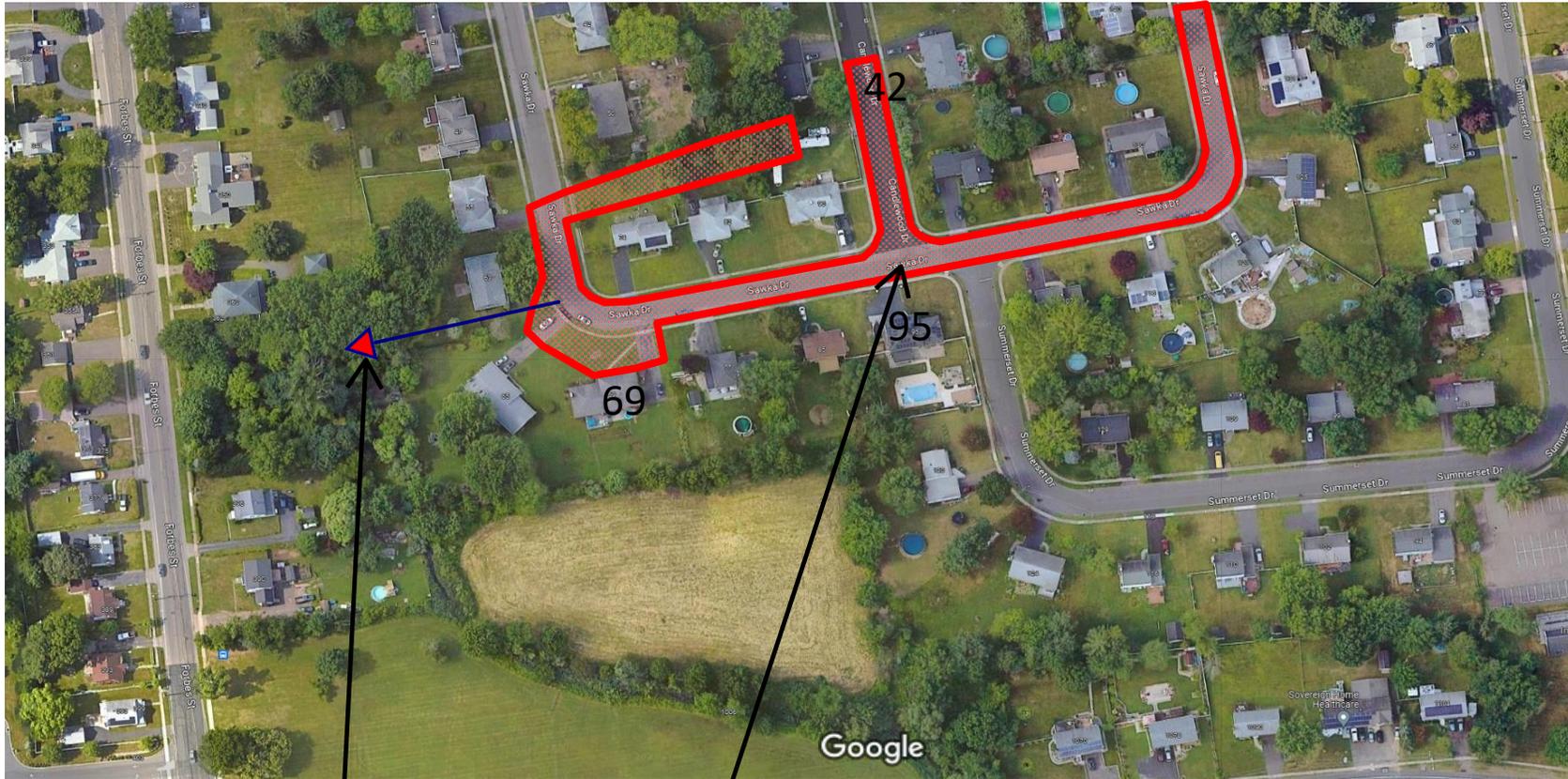


Sawka Dr. Looking Towards #69 at 4:35pm
Water level on sign is approximately 1" below the "D" in ROAD.



Looking towards #69 Sawka Dr. 4:48pm 13 Minutes after previous picture,
notice water level on sign, approximately 1" below the bottom of "Road"
This picture indicates a drop of 7" in 13 minutes, confirming that drainage
system is clear and that this is more of a capacity issue.

Sawka Drive Aerial



Imagery ©2023 Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2023 Google 50 ft

Sawka Drive Outfall Area of Flooding



Sawka Dr. Outfall
Clear no blockages



Brook going to Forbes St Culvert clear
No blockages



Forbes St Culvert
No Blockages clear



#95 Sawka Drive basin



Inside basin #95 Sawka Drive, Clear no debris inside basin



#42 Candlewood Drive basin



Inside #42 Candlewood Drive Basin
Basin is clear no blockages, water is at Flow line of pipe



Candlewood Drive looking South to Sawka Drive 15" Dia



Sawka Drive Outfall 36" dia. Pipe, Upper left shows blind connection from neighboring house



Sawka Drive Outfall 36" dia. Pipe



10/26/23

9:51:33 AM

568 mbar
749 mbar

0.33 °

28.95 ft

Sawka Drive Outfall 36" dia. pipe



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by Fire Department to dispose of obsolete an inflatable RIB boat and a loader boat trailer.

Please place this item on the Town Council agenda as a communication for the November 21, 2023 meeting.

C: K. Munson, Fire Chief

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

October 26, 2023

TO: Melissa McCaw, Finance Director
FROM: Stephen Alsup, Assistant Fire Chief
RE: Surplus Items

Director McCaw,

In accordance with Section 10-3 (c) of the Town of East Hartford Code of Ordinances, I am providing written notice of the fire department's intent to dispose of the items noted below. We will deliver the Items to Public Works for disposal at a time mutually convenient to both departments.

The item noted below has been removed from service and rendered as surplus.

10' Inflatable RIB Boat
Marine 2 (Genmar by Zodiac)
Model GM10 RIB
Serial # Z24103

EZ Loader Boat Trailer
Model: TEZB 23-25/27 7500
VIN: 1ZEAANTG29A165849

Both items have been removed from Fire Department service. The 10' Inflatable RIB Boat leaks and the EZ Loader Boat Trailer has been replaced.

Any Director who may be interested in this vehicle can contact Will Melendez, the Fire Department Master Mechanic for further detail.

Please contact me if you have any questions.

Cc: Mike Walsh, Mayor
Connor Martin, Chief of Staff
Alex Trujilo, Public Works Director
Kevin Munson, Fire Chief
Jay Silver, Assistant Fire Chief-Operations



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 20, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by Fire Department to dispose of obsolete tables and a book shelf.

The memo has been circulated among all department and received no interest.

Please place this item on the Town Council agenda as a communication for the November 21, 2023 meeting.

C: K. Munson, Fire Chief

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 7, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Clarification of Mayor Martin's Authority to Execute Prior and Pending Town Agreements

Please see the enclosed request from Assistant Corporation Counsel Robert Fitzgerald to clarify Mayor Martin's authority to execute prior and pending town agreements.

Pursuant to the Town Charter, the Town Council periodically authorizes the Mayor to execute and enter into agreements, grant application and another documentation on behalf of the town. There are outstanding motions and resolutions authorizing Michael P. Walsh to execute, extend, amend and/or enter into specific agreements.

With the election held on November 7, 2023 and Connor S. Martin elected as Mayor, the council is asked to clarify and afford that any outstanding authorizations were intended to apply to the Office of Mayor and the individual holding that office.

Please place on the Town Council Agenda for the November 21, 2023 Town Council meeting.

Thank you.

C: R. Fitzgerald, Assistant Corporation Counsel

MICHAEL P. WALSH
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

DATE: November 9, 2023

TO: Michael P. Walsh, Mayor; Richard Kehoe, Council Chair

FROM: Robert P. Fitzgerald, Assistant Corporation Counsel

COPY: Melissa N. McCaw, Chief Administrative Officer & Director of Finance;
Paul M. O'Sullivan, Grants Manager

RE: **Clarification of Mayor Martin's Authority to Execute Prior and Pending Town Agreements**

Pursuant to the Town Charter the Town Council periodically authorizes the Mayor to execute and enter into agreements, grant applications and other documents on behalf of the Town. Such authorizations frequently name the Mayor in office at the time of the authorization. Upon information and belief there are outstanding motions and resolutions authorizing Michael P. Walsh to execute, extend, amend and/or enter into specific agreements, grant applications and documents ("Documents") on behalf of the Town ("Outstanding Authorizations").

An election was held on November 7, 2023, wherein Connor S. Martin was elected Mayor. Mr. Martin is presently scheduled to be sworn into office on November 13, 2023. Should the Council desire to clarify and affirm that the Outstanding Authorizations were intended to apply to the Office of the Mayor, and the individual holding that office, at the time of the execution of the Documents the enclosed proposed resolution should be adopted.

Enclosure

**PROPOSED RESOLUTION CONCERNING CLARIFICATION OF MAYOR
MARTIN'S AUTHORITY TO EXECUTE PENDING AND PRIOR TOWN
AGREEMENTS**

WHEREAS, pursuant to the Town Charter the Town Council periodically authorizes the Mayor to execute and enter into agreements, grant applications, and other documents on behalf of the Town; and

WHEREAS, such authorizations frequently name the Mayor in office at the time of the authorization; and

WHEREAS, there are outstanding motions and resolutions authorizing Michael P. Walsh to execute, extend, amend and/or enter into specific agreements, grant applications and documents ("Documents") on behalf of the Town ("Outstanding Authorizations"); and

WHEREAS, some of these Documents were not ready for execution prior to the end of Mayor Walsh's term of office; and

WHEREAS, the Council does hereby clarify and affirm that the Outstanding Authorizations were intended to apply to the Office of the Mayor, and the individual holding that office, at the time of the execution of the Documents.

NOW THEREFORE, BE IT RESOLVED:

That the Town Council affirms that the Outstanding Authorizations authorize Mayor Connor S. Martin to execute the Documents.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: RESOLUTION: ARPA Reallocation

Attached is a draft Town Council resolution requesting authorization to reallocate \$5,400 in American Rescue Plan Act (ARPA) funding to cover expenses related to the Public Safety Complex (PSC) Impound Garage.

Please place this item on the Town Council agenda for the November 21, 2023 meeting.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. McCaw, CAO
M. Hawkins, Interim Police Chief

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O’Sullivan, Grants Manager 

SUBJECT: Council Resolution – Reallocation of Funds for Public Safety Complex Impound Garage

DATE: November 14, 2023

Attached is a draft Town Council resolution authorizing the creation of a new American Rescue Plan Act (ARPA) project titled “Public Safety Complex Garage Phase II” and the transfer of monies to fund this project.

The transfer of evidence cars from temporary storage at the Public Works location to the new PSC Impound garage took place in September, 2023 after the construction of the new facility was complete and closed out. Because the project was paid for exclusively from ARPA funds, it is appropriate to use other ARPA funds to pay for this late expense. The attached resolution will allow the Town to make that payment.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on November 21, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa McCaw, Chief Administrative Officer

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 21st day of November, 2023

R E S O L U T I O N

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the authorization of new projects is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to add the following to the approved list of ARPA Projects:

1. "Public Safety Garage Phase II"

AND LET IT BE FURTHER RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$5,400.00 from "Small Business Support and Resources – Qualified Census Tracts" to "ARPA Unallocated Balance"
2. Transfer \$5,400.00 from "ARPA Unallocated Balance" to "Public Safety Garage Phase II"

AND I DO CERTIFY that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of November, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: BID WAIVER: Sole Source IAFC-TV Websedge

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Fire Chief Kevin Munson to allow the purchase of promotional video services for \$22,500.

The fire department was selected from 1,000 nominations as a featured department for the International Association of Fire Chiefs annual awards. As part of that, IAFC-TV produced a 5-minute video to be showcased at the convention.

Please place this information on the Town Council agenda for the November 21, 2023 meeting.

C: M. McCaw, Finance Director
M. Enman, Purchasing Agent
K. Munson, Fire Chief

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 13, 2023

TO: Mayor Connor Martin

FROM: Kevin Munson, Fire Chief

RE: Request for Bid Waiver – Sole Source IAFC-TV Websedge

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver for IAFC-TV-Websedge to permit the purchase of promotional video services for \$22,500.

The Fire Department was selected from 1,000 nominations as a featured department for the International Association of Fire Chiefs annual awards. As part of the feature, IAFC-TV produced a 5-minute video to be showcased at the International Convention of the IAFC.

The EHFD was one of only 12 departments selected from the country to be bestowed this honor. The EHFD was selected in large part due to our aggressive human capital development program, which has become a model for other departments. In consultation with the mayor's office, the decision was made to accept this prestigious award.

The department was given little notice to approve the request and was initially informed the vendor for IAFC-TV, Websedge, was part of a known purchasing cooperative. Websedge is the sole source provider (certification attached) for the video services and does not participate in a cooperative purchase program. This is the reason for the delayed bid waiver request. I am submitting a bid waiver request due to the required sole source vendor status for the promotional video. The produced video will be seen by a national audience and will be an invaluable recruitment tool in the future.

Funding is available in the current fire department budget for promotional and marketing activities. This was achieved with a small surplus of offset funding from our recent grant award.

Respectfully Submitted,



Kevin Munson
Fire Chief

cc: Michelle McCaw, Chief Administrative Officer
Michelle Enman, Purchasing Agent
Steve Alsup, Assistant Fire Chief

FRI 2023

TV Agreement

Between: WebsEdge Ltd ("**WebsEdge**")

WebsEdge Limited, registered in England and Wales, registered number 3520183

Trading Address;
6 Henrietta Street
London
WC2E 8PT
UK

And: The International Association of Fire Chiefs ("**Conference Organizer**")

8251 Greensboro Drive, Suite 650,
McLean,
VA 22102

For: Production of "IAFC TV" to complement FRI 2023, taking place from August 16 - 18 2023 at Kansas City Convention Center, Kansas City, MO. ("**Conference**")

1 The project will be

1.1 Production of up to four (4) television news programs running up to twenty-five (25) minutes each, looking at current event-related issues. The programs will be broadcast at the conference venue, by agreement, in HQ delegate hotel rooms, online during any virtual meeting platform (if applicable) and distributed on YouTube and other social media outlets as confirmed by both parties. The detailed structure of the programs will be agreed with the Conference Organizer; however, they are likely to consist of three sections covering:

1.1.1 Up to five (5) pre-recorded films per programme on the major issues relevant to the Conference.

1.1.2 Interviews with leading figures relevant to the Conference.

1.1.3 News, views and reactions from delegates at the Conference.

9 Breach of Agreement

9.1 In such an eventuality each party shall be liable to pay to the other damages for any breach of this agreement and all expenses and costs incurred by that party in enforcing its rights under this agreement.

10 Governing law

10.1 This Agreement shall be governed by the law of the Law of Washington D.C.

Confirmation of the International Association of Fire Chiefs and WebsEdge's agreement and acceptance of all the above terms and conditions.

For and on behalf of the **International Association of Fire Chiefs -**

Signature:



Name: J. Robert Brown, Jr.

Chief Executive Officer and Executive Director

Position:

Date:



For and on behalf of **WebsEdge Limited -**

Signature:



Name: Sally Nelson

Position: COO

Date: April 24, 2023



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: BID WAIVER: Across the Street Productions/Blue Card Command

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Fire Chief Kevin Munson to allow the purchase of Blue Card Command training.

Please place this information on the Town Council agenda for the November 21, 2023 meeting.

C: M. McCaw, Finance Director
M. Enman, Purchasing Agent
K. Munson, Fire Chief

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 13, 2023

TO: Mayor Connor Martin

FROM: Kevin W. Munson, Fire Chief

RE: Request for Bid Waiver: Across the Street Productions, Inc. / Blue Card Command (AFG Grant Project)

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the purchase of Blue Card Command training, a nationally recognized and accepted Incident Command certification class, directly from the developer - Across the Street Productions, Inc. The fire department has obtained the funding for this class via FEMA's Assistance to Firefighters Grant program.

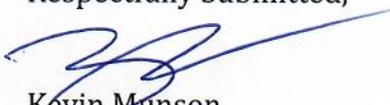
As part of the accepted grant, the fire department intends to train all fire department officers to the nationally recognized standard of Blue Card Incident Command. The department also intends to develop Blue Card Command instructors in order to provide continuing education to our fire department officers.

Since its inception in 2008, the Hazard Zone Command Training and Certification - Blue Card Incident Command Training and Certification Program is designed to first instruct, train and then evaluate and certify Fire Department Officers who serve in the role of Incident Commander that supervise and manage emergency operations for every day, local NIMS (National Incident Management System) Type 4 and Type 5 (local) events. This training and certification program produces Incident Commanders that make better decisions that will potentially eliminate the lethal and/or costly mistakes that cause injury, death, and unnecessary fire losses.

The department intends to deliver this class starting in the summer of 2024. The purchase price for the necessary components is \$67,680. The grant award also covers payroll costs for class attendance. The Connecticut Fire Academy does not offer this type of certification class and there are no other local resources available. Contracting directly with the developer of the program is in the best interest of the Fire Department and the Town.

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,



Kevin Munson
Fire Chief

cc: Melissa McCaw, Chief Administrative Officer
Steve Alsup, Assistant Chief
Steve Purcell, Chief Training Officer
Michelle Enman, Purchasing Agent



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: BID WAIVER: Connecticut Fire Academy

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Fire Chief Kevin Munson to allow the purchase of firefighter training and certification classes along with the associated textbooks offered by the Connecticut Fire Academy.

Please place this information on the Town Council agenda for the November 21, 2023 meeting.

C: M. McCaw, Finance Director
M. Enman, Purchasing Agent
K. Munson, Fire Chief

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 13, 2023

TO: Connor S. Martin, Mayor
FROM: Kevin W. Munson, Fire Chief
RE: Request for Bid Waiver – Connecticut Fire Academy

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver for the Connecticut Fire Academy (CFA), a division of the Department of Emergency Services and Public Protection (DESPP), to permit the purchase of firefighter training and certification classes along with the associated textbooks offered by the CFA including, but not limited to, Recruit Firefighter, Fire Officer Training, Fire Instructor, and Safety Officer. The fire department will utilize funds in the training division budget and funds from FEMA's Assistance to Firefighters Grant award to purchase the training programs.

The CFA is the sole certifying agency for firefighting programs in the State of Connecticut. The EHFDF sends all new firefighters to the CFA recruit firefighter program, the only such offering in Connecticut. In the upcoming year, it is expected the department will send 8 new firefighters to the CFA recruit firefighter program for \$8700 per candidate. Other certification programs such as Fire Instructor, Fire Officer, and Safety Officer are only offered by the CFA.

In the past three years, the department has spent between \$41,035 and \$47,595 at the academy. This fiscal year, it is anticipated the department will spend over \$65,000 between grant-awarded classes and firefighter recruit training.

I am asking for a bid waiver for the Connecticut Fire Academy not to exceed \$75,000. A bid waiver of this type is in the best interest of the Fire Department and the Town.

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,



Kevin Munson
Fire Chief

cc: Melissa McCaw, Chief Administrative Officer
Steve Alsup, Assistant Chief
Steve Purcell, Chief Training Officer
Michelle Enman, Purchasing Agent



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 13, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: AGREEMENT: Request to Approve Memorandum of Agreement Between the Town of East Hartford and the Department of Public Health

Please see the attached request from Health Director Laurence Burnsed to enter into a memorandum of agreement (MOA) with the Connecticut Department of Public Health (CT DPH) for the Department of Health & Human Services to serve as a regional loaner site for a Viken X-Ray Fluorescence machine (Viken XRF machines) that will be used for childhood lead poisoning investigations.

Please place this item on the Town Council agenda for the November 21, 2023 meeting.

C: L. Burnsed, Health Director
R. Fitzgerald, Assistant Corporation Counsel
M. McCaw, CAO

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services

DATE: November 10, 2023

RE: Referral to Town Council: Request to Approve Memorandum of Agreement Between the Town of East Hartford and the Department of Public Health

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into a memorandum of agreement (MOA) with the Connecticut Department of Public Health (CT DPH) for the Department of Health & Human Services to serve as a regional loaner site for a Viken X-Ray Fluorescence machine (Viken XRF machines) that will be used for childhood lead poisoning investigations.

Local health departments work in conjunction with CT DPH to prevent lead poisoning of children and to protect residents from further exposure by working with property owners to complete abatement and remediation of detected lead sources. Department of Health & Human Services environmental staff conduct home assessments to detect sources of lead. CT DPH has purchased several Viken XRF machines to place regionally across the state for use by local health departments. The purpose of this regional placement is to make this equipment more readily available for epidemiological investigations.

As a Viken XRF machine host site, the East Hartford Department of Health & Human Services will be responsible for loaning out the equipment to Central CT Heath District, Glastonbury, Hartford and Manchester upon request. East Hartford Health will also be responsible for conducting routine maintenance and calibration of the Viken XRF machine per the manufacturer's schedule. The cost to the Town is minimal as CT DPH has prepaid first two manufacturer maintenance fees. East Hartford Health will only be responsible for paying the estimated \$25.00 shipment fee to the manufacturer. Our use of this new XRF machine will result in an annual cost savings of approximately \$700.00 since environmental staff will no longer be required to wear personal radiation monitoring devices.

The MOA was reviewed by Town of East Hartford Corporate Counsel and the CT DPH legal department prior to submitting for Town Council approval.



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

September 14, 2022

James Blute, CHP
Radiation Safety Officer
Viken Detection Corporation
21 North Avenue
Burlington, MA 01803

SUBJECT: VIKEN DECECTION CORPORATION, NEW EXEMPT DISTRIBUTION
LICENSE AND SEALED SOURCE AND DEVICE REGISTRATION
CERTIFICATE

Dear Mr. Blute:

In response to your application and letter dated March 16, 2022, enclosed is U.S. Nuclear Regulatory Commission (NRC) Exempt Distribution License No. 20-35671-01E authorizing the distribution of Viken Detection Corporation X-Ray Fluorescence Analyzer (XRF Model Pb200e) to persons exempt from licensing pursuant to Title 10 of the *Code of Federal Regulations* (10 CFR) Section 30.22, or equivalent regulations of an Agreement State, and a new Sealed Source and Device (SSD) registration certificate No. NR-1397-D-102-E.

Please review the enclosed documents carefully and be sure that you understand all conditions. If there are any errors or questions, please contact the NRC Headquarters staff so that we may provide appropriate corrections or answers.

Please be advised that you must distribute the products in accordance with the statements and representations contained in your application, with enclosures thereto, and the information set out in your license and registration certificate if applicable. As a general rule, you must request and obtain an amendment to the license before you make changes or modifications to the information submitted to obtain them. You are also obligated to notify us promptly in writing should you decide to no longer distribute the product

Please be advised that you must conduct your program involving radioactive materials in accordance with the conditions specified in your NRC license, representations made in your license application, and other rules, regulations, and orders of the NRC, now or hereafter in effect, to include the following:

1. Comply with applicable NRC regulations in 10 CFR Part 30, "Rules of General Applicability to domestic Licensing of Byproduct Material"; 10 CFR Part 32, "Specific Domestic Licenses to Manufacture or Transfer Certain Items Containing Byproduct Material"; and other applicable regulations.

NOTE: Licensees authorized to distribute or initially transfer products containing byproduct material must also possess a valid possession license issued either by NRC or an Agreement State(s) which authorizes possession and use of byproduct material.

2. Distribute only those products containing radioactive material which are specifically authorized in your license.
3. Notify NRC in writing within 30 days of any change in mailing address.
4. In accordance with 10 CFR Sections 30.33, 30.34 and 30.38, please file appropriate documentation with the NRC prior to any changes to your organization, change locations of distribution of products containing radioactive material, facilities, equipment, procedures, change in the contact person or the person responsible for the quality assurance program for licensed activities, or any other changes in your program which are contrary to the license conditions or representations made in your license application and any supplemental correspondence with the NRC.
5. Submit a complete renewal application or termination request at least 30 days before the expiration date on your license. You should receive a reminder notice approximately 60 days before the expiration date. Continued distribution of products containing radioactive material after your license expires is a violation of NRC regulations.
6. In accordance with 10 CFR 30.36, request termination of your license if you plan to permanently discontinue activities involving distribution of products containing radioactive material.

You will be periodically inspected by NRC. Failure to conduct your program in compliance with NRC regulations, license conditions, and representations made in your license application and supplemental correspondence with NRC may result in enforcement action(s) against you. This could include issuance of a notice of violation; proposed imposition of a civil penalty; or an order suspending, modifying, or revoking your license as specified in the "General Statement of Policy and Procedures for NRC Enforcement Actions," (NUREG-1600).

Please be aware that, as a holder of an NRC license, you may be subject to the NRC's annual fees in accordance with 10 CFR Part 171. If you have any questions concerning the fee requirements, please contact the Accounts Receivable Branch at (301) 415-7554.

In accordance with 10 CFR 2.390 of the NRC's "Agency Rules of Practice and Procedure," a copy of this letter will be available electronically for public inspection in the NRC Public Document Room or from the Publicly Available Records component of the NRC's Agencywide Documents Access and Management System (ADAMS).

ADAMS is accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. If you have any questions regarding your Exempt Distribution License, you may contact me at (301) 415-3257, or by e-mail at Michelle.Hammond@nrc.gov. For questions regarding

your Sealed Source and Device registration certificate, please contact Joey Rolland at (301) 415-4059, or by e-mail at Joseph.Rolland@nrc.gov.

Sincerely,

Michelle M. Hammond, M.Sc., Health Physicist
Materials Safety and Tribal Liaison Branch
Division of Materials Safety, Security, State,
and Tribal Program
Office of Nuclear Material Safety
and Safeguards

License No. 20-35671-01E

Docket No. 030-39308

Mail Control No. 630434

Enclosures:

1. Exempt License No. 20-35671-01E
2. SSD Certificate No. NR-1397-D-102-E

SUBJECT: VIKEN DECEPTION CORPORATION, NEW EXEMPT DISTRIBUTION
LICENSE AND SEALED SOURCE AND DEVICE REGISTRATION
CERTIFICATE

DATE: September 14, 2022

ML22257A079 (LTR)

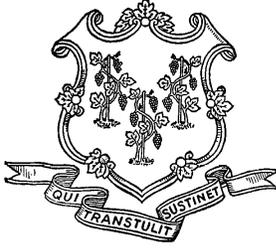
OFC	NMSS/MSST/MSTB	NMSS/MSST/MSTB	NMSS/MSST/MSTB	NMSS/MSST/MSTB
NAME	Michelle Hammond	Joseph Goodridge	Tomas Herrera	Joey Rolland
DATE	08/22/2022	09/13/2022	09/14/2022	09/14/2022
OFC	NMSS/MSST/MSTB	NMSS/MSST/MSTB		
NAME	Shirley Xu	Michelle Hammond		
DATE	09/13/2022	09/14/2022		

OFFICIAL RECORD COPY

**DEPARTMENT OF PUBLIC HEALTH
CONTRACTS MANAGEMENT SECTION**
410 Capitol Avenue, Hartford, CT 06134

Contract Summary for Commissioner's Office Review

	ORIGINAL <input checked="" type="checkbox"/> AMENDMENT <input type="checkbox"/>	CONTRACT NUMBER #DPH20240150MOU	
NAME OF CONTRACTOR	Town of East Hartford		
SOURCE OF FUNDING N/A	DPH PROGRAM Environmental Health	PROGRAM STAFF Kimberly Ploszaj	
CONTRACT PERIOD	(From - To) November 1, 2023 to September 30, 2033	CONTRACT TOTAL	\$0
BRIEF DESCRIPTION OF SERVICE	The purpose of this understanding is to loan the contractor the Viken XRF Machine that can be used by LHD's staff to complete epidemiological investigations. The use of this machine applies to early intervention services that are the best measures to prevent harm to children exposed to lead.		
If Amendment, amount of Amendment and reason for Amendment.	N/A		
What organizations are these funds going to	No funding is attached to this MOU.		



**STATE OF CONNECTICUT
MEMORANDUM OF AGREEMENT
Between
The Department of Public Health
And
Town of East Hartford
DPH LOG #20240150MOU**

1. Purpose

This Memorandum of Understanding (“MOU” or “Agreement”) is entered between the State of Connecticut Department of Public Health (the “Department”) and Town of East (the “Contractor”) (the Department and Contractor are each a “Party” and collectively the “Parties”) for the purpose of Lead Poisoning.

WHEREAS, the Connecticut state legislature passed Public Act No. 22-49 to improve the State’s response to lead poisoning of children by lowering the reported blood lead levels that will require an epidemiological investigation into the source of the lead causing the increased blood lead level;

WHEREAS, the LHD is required to perform certain actions and interventions pursuant to Public Act No. 22-49, the General Statutes of Connecticut and the Regulations of Connecticut State Agencies to improve the protection of children’s health by limiting exposure to lead;

WHEREAS, the Parties agree that early intervention services are the best measures to prevent harm to children exposed to lead;

WHEREAS, ameliorating lead poisoning in the state results in creating opportunity to promote health and lead safe housing; and

WHEREAS, the State has purchased X-Ray Fluorescence machines (“Viken XRF machines”) that can be used by LHD staff to complete epidemiological investigations; and

WHEREAS, the State can place the additional XRF machines regionally across the state for use by LHDs.

NOW THEREFORE, based on the foregoing premises, the Parties agree as follows:

2. Term Of Agreement

This MOU shall begin on November 1, 2023 and shall terminate on September 30, 2033 or when the state issued Viken XRF Machine(s) are returned to the Department, whichever is sooner.

3. Termination

Either Party can terminate this MOU without cause by providing written notice of such intention to the other party with thirty (30) days advance notice, including the scheduled return of the state issued Viken XRF Machine(s) to the Department as agreed upon by both parties.

4. Statutory Authority

The statutory authority for the Parties to enter into this MOU is as follows:

- a. For the Department, Connecticut General Statutes §§ 4-8 and 19a-2a; and

- b. **For the Contractor, Approval of the legislative body under Town of East Hartford Charter, Section 3.4**

5. Funding and Budget

- a. No funding is associated with this Agreement.

6. Responsibilities of the Department:

- a. The Department agrees to deliver the following Viken XRF Machine(s) to LHD within thirty (30) days of MOU execution;

Viken XRF Machine	Viken Serial Number	State Bar Code
Pb200e	2667	26835

- b. Conduct an annual site visit to conduct a physical inventory of Viken XRF Machine(s) listed above in Subsection (6)(a);
- c. Pick up Viken XRF Machine(s) upon termination of this Agreement at a date and time agreeable to both parties, but no later than 15 days after termination.
- d. [At all times, assume sole liability for loss, theft or damage to the Viken XRF Machine\(s\) that are the subject of this MOU](#)

7. Responsibilities of the Town of East Hartford

- a. Upon delivery of the Viken XRF Machine(s), sign a CO-1079 equipment on loan form which includes the Viken XRF Machine's serial numbers and state bar codes acknowledging receipt of the state-owned Viken XRF Machines and associated equipment as identified in 6.a. of this Agreement;
- b. Store the Viken XRF Machine(s) in a secure location at 740 Main Street, East Hartford, CT, or in another secure location approved by Department.;
- c. Conduct routine maintenance and calibration for each Viken XRF Machine received per the manufacturer's required schedules for the duration of this Agreement;
- d. Make the Viken XRF machine available to assigned LHDs, Central CT, Glastonbury, Hartford and Manchester, in the event it is needed for the borrower to complete an epidemiological investigation;
- e. Have the borrower complete the online form to keep a record of how many inspections have been completed as well as how many lead abatement order letters have been filed;
- f. Notify the Department immediately in the event the Viken XRF machine is damaged or lost;
- g. Be responsible for the shipping and associated costs of sending the Viken XRF machine to the manufacturer every 18 months for resourcing of radioactive source. The Department has prepaid for the first two (2) resourcing services (March 2025 and September 2027).
- h. Allow the Department to conduct an annual physical inventory of XRF Machine(s) equipment prior to June 30th of each year;
- i. Annually provide to the Department the name of a contact person designated to coordinate the physical inventory;

- j. Upon the Department’s request, deliver the XRF Machine to a Department-specified location within 72 hours of the Department’s request (e.g., if the Department needs to reallocate the XRF Machine(s) due to an emergency situation).

8. Revisions and Amendments

- a. A formal written amendment shall be required to amend any terms of this MOU.
- b. A terminated MOU cannot be amended.
- c. No amendment may be made to a lapsed Agreement.

Approval and Acceptances:

For the Town of East Hartford :

Name and Title: _____ Date _____

DPH Legal Review:

Name and Title: _____ Date _____

For the Department of Public Health:

Name and Title: _____ Date _____

LHD Loaner Sites	Coverage area (towns to loan out to)	LHD Loaner Address
Bristol Burlington Health District	Chesprocott HD, New Britain (back up), Plainville Southington HD, West Hartford-Bloomfield HD	240 Stafford Avenue, Bristol, CT 06010
Chatham Health District	Cromwell, Durham, Essex, EHHD, Madison, Middletown, Westbrook	240 Middletown Avenue, Unit 123, East Hampton, CT 06424
East Hartford Health Department	CCHD, Glastonbury, Hartford (back up), Manchester	740 Main Street, East Hartford, CT 06108
Naugatuck Valley Health District	Bethel, Bridgeport (back up), Brookfield, Danbury (back up), Monroe, Trumbull	98 Bank Street, Seymour, CT 06483
North Central District Health Department	Somers, South Windsor, Windsor	31 North Main Street, Enfield, CT 06082
Quinnipiack Valley Health District	CRAHD, Meriden (back up), New Haven (back up), Wallingford	1151 Hartford Turnpike, North Haven, CT 06473
Stratford Health Department	Aspetuck HD, Danbury, Fairfield, Greenwich, New Canaan, Redding, Ridgefield, Stamford (back up), Wilton	468 Birdseye Street, Stratford, CT 06615
Torrington Area Health District	FVHD, HVHD, New Fairfield, Newtown HD, Sherman, Waterbury (back up)	350 Main Street, Torrington, CT 06790

Uncas Health District	LLHD (back up), NDDH	401 West Thames Street, Suite 106, Norwich, CT 06360
West Haven Health Department	East Shore, Guilford, Milford, Orange, Norwalk (back up)	355 Main Street, West Haven, CT 06516
DPH	Back up coverage for any regional loaners	410 Capitol Avenue, Hartford, CT 06106



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 9, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: RESOLUTION: Dial-A-Ride Operating System Grant

The Town of East Hartford has been awarded a grant from the Greater Hartford Transit District in the amount of \$13,840 to pay a portion of the operating cost for the Dial-A-Ride program for FY 24.

This is an annual grant that requires a local match of 50% of eligible program expenses or \$13,840, whichever is lesser. The amount would come out of already budgeted funds from Senior Services Contract Dial-a-Ride account.

Please place this item on the Town Council agenda for the November 21, 2023 meeting. I recommend that the Town Council approve the resolution as submitted.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
L. Burnsed, Human Services Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor

FROM: Paul O’Sullivan, Grants Manager

SUBJECT: Council Resolution – Dial-a-Ride Operating System Grant

DATE: November 9, 2023

Attached is a draft resolution authorizing your signature on an Operating Assistance Grant Contract with the Greater Hartford Transit District (GHTD) for funding to operate the Dial-a-Ride program for the elderly and disabled citizens of East Hartford.

The Town of East Hartford has been awarded a \$13,840.00 grant from the GHTD to pay a portion of the cost of operating the Dial-A-Ride program for the current fiscal year July 1, 2023 to June 30, 2024. This amount is identical to the previous year’s contract.

This is a non-competitive award that the Town receives because it is a member of the GHTD. My records indicate the Town has received this grant annually as far back as 2006.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on November 21, 2023. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Ted Fravel, Parks and Recreation Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2023-24 Dial-A-Ride Operating Assistance Grant Contract

Funder: Greater Hartford Transit District (GHTD)

Grant Amount: \$13,840

Frequency: One time Annual Biennial Other _____

First year received:	<u>2006*</u>		
Last 3 years received:	<u>2023</u>	<u>2022</u>	<u>2021</u>
Funding level by year:	<u>\$13,840</u>	<u>\$13,840</u>	<u>\$13,840</u>

Is a local match required? Yes No

If yes, how much? 50% of eligible program expenses or \$13,840, whichever is the lesser

From which account? Already budgeted funds from Senior Services Contract Services Dial-a-Ride account

Grant purpose: Defray costs for Town Dial-a-Ride transportation services for seniors and disabled

Results achieved: Reduction in Town funds necessary to operate Dial-a-Ride transportation system.

Duration of grant: One year

Status of application: GHTD does not require an application for this entitlement (non-competitive) grant. Resolution will authorize Mayor to sign grant contract.

Meeting attendee: Health and Social Services Director Laurence Burnsed, ext. 7321

Comments: *Grant Administration Office records indicate this grant has been received as far back as 2006. Town may have participated in previous years.

ADA Paratransit Service (out-of-town rides)

Provided by the [Greater Hartford Transit District](#) this transportation is for individuals who have a disability or specific impairment-related condition that prevents them from traveling to or from a bus stop on the public bus system. This service is designed to meet the Americans with Disabilities Act criteria established by the Federal Government. ADA Paratransit operates (7 days) per week, Monday through Sunday from 7:00 a.m.. to 10:00 p.m.. The transportation covers trips to Avon, Berlin, Bloomfield, Bristol, Cromwell, East Hartford, Ellington, Farmington, Glastonbury, Hartford, Manchester, New Britain, Newington, Plainville, Rocky Hill, South Windsor, Vernon/Rockville, West Hartford, Wethersfield, Windsor, and Windsor Locks. To apply for this service please contact Greater Hartford Transit District. [Application forms](#) can be found online [here](#) or can be requested by calling (203) 365-8522 ext. 273. Once approved for ADA paratransit you may call (860) 724-5340 for a ride.

There is a \$3.50 charge per ride paid to the driver or you may purchase ticket books for \$24.00 for ten (10) rides from [Social Services](#) or [Senior Services](#) while supply lasts. This is the only transportation for out of town locations.

Source: Town of East Hartford Senior Services Website

RESOLUTION

I, Jason Marshall, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the Town Council of said corporation, duly held on the 21st day of November, 2023.

WHEREAS: The Greater Hartford Transit District has made available Operating Assistance Grant Funds for Fiscal Year 2023-2024 and;

WHEREAS: these funds can be used to pay a portion of the cost of operating the Dial-A-Ride system providing transportation to elderly and disabled citizens,

NOW THEREFORE LET IT BE RESOLVED; that Mayor Michael P. Walsh is authorized to make, execute and approve on behalf of this corporation, any and all contracts or amendments thereof with the Greater Hartford Transit District in relation to a \$13,840.00 grant to the Town of East Hartford to be used to support costs associated with the operation of the Dial-A-Ride Program.

AND I DO CERTIFY that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of November, 2023.

Signed: _____

Jason Marshall
Town Council Clerk

seal



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 7, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: AGREEMENT: Extension of Management Services Agreement with Riverfront Recapture, Inc.

Please see the attached request and supporting documentation from Assistant Corporation Counsel Robert Fitzgerald to extend the Management Services Agreement with Riverfront Recapture for an additional five years.

Currently, the agreement is set to expire on December 31, 2023.

Please place this item on the Town Council agenda for the November 21, 2023 meeting.

C: E. Buckheit, Development Director
R. Fitzgerald, Assistant Corporation Counsel
M. McCaw, CAO

MICHAEL P. WALSH
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

DATE: November 7, 2023

TO: Michael P. Walsh, Mayor; Richard Kehoe, Council Chair

FROM: Robert P. Fitzgerald, Assistant Corporation Counsel

COPY: Eileen Buckheit, Director of Development

RE: **Extension of Management Services Agreement with Riverfront Recapture, Inc.**

On June 10, 2019, the Town of East Hartford executed an Agreement with Riverfront Recapture, Inc. (“RRI”). The purpose of the Agreement was to provide: maintenance and services; assist with planning and development; administer recreation activities; and provide various other services as outlined in the enclosed Agreement related to Town owned land as more fully set forth in Exhibit A of the enclosed Agreement. The aforementioned Agreement was approved by the Council on May 7, 2019.

The initial term of the Agreement commenced on January 1, 2019 with a termination date on December 31, 2023. The Agreement provides for an option to renew for an additional five (5) year period by mutual agreement. If the Council desires to exercise this option, then it is recommended that the enclosed extension agreement is executed prior to December 31, 2023, to ensure there is no lapse in services for the Town.

If the Council determines this action to be in the best interest of the Town, then the Office of Corporation Counsel request that the Town Council authorize the Mayor to execute the enclosed extension agreement.

RIVERFRONT RECAPTURE, INC.
MANAGEMENT SERVICES AGREEMENT

This Management Services Agreement ("Agreement") is entered into between Riverfront Recapture, Inc. ("RRI"), a Connecticut non-profit corporation, and the Town of East Hartford ("Town"), a municipal corporation, as of this 1st day of January, 2019.

WHEREAS RRI and the Town wish to provide access to RRI and to its contractors to the land of the Town along the banks of the Connecticut River and designated by the Town, generally consisting of Great River Park and the water rights of the Town attendant thereto (the "Park"); and

WHEREAS RRI and the Town wish to generate active and passive uses of the Park for the general public;

WHEREAS RRI and the Town wish to implement the cooperative management, maintenance, operation and promotional use of the Park;

WHEREAS RRI and the Town wish to promote management goals of high standards, simplicity, flexibility, entrepreneurship, and a stable base of adequate revenue;

WHEREAS, the Town will retain its existing authority over the Great River Park while working in a cooperative agreement with RRI to enhance our vision for the park and to implement that vision.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and of other good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

ARTICLE ONE

1.1 **Designation of Parkland.** Any reference to "the Park" shall include the land along the banks of the Connecticut River owned by the Town and described in *Exhibit A*, together with any water rights of the Town attendant to such land.

1.2 **Access.** The Town hereby provides access to the Park within its boundaries to RRI, including contractors of RRI and concessionaires of RRI. The Town agrees to take such action as may be appropriate to ensure that RRI, its contractors and concessionaires, and the public have sufficient access to the portions of the Park located within the boundaries of the Town to enable RRI and its contractors and concessionaires to carry out the provisions of this Agreement and to promote the use of the Park by the general public.

1.3 Management Agent. The Town engages RRI as the contractor for the Town in conducting RRI's duties under this contract. As the Town's agent, RRI will (1) provide, or engage others to provide, enhanced maintenance service as set out in 2.1 for the Park; (2) assist in planning & developing the Park; (3) schedule and supervise activities and events in the Park and (4) perform such other duties as set out in this agreement. In consideration for such services to the Town, the Town will (1) Provide such future contributions, if any, as may be approved by the Town as part of its annual budget process; (2) grant authorization to establish concessions and collect and retain such concession fees; and (3) grant authorization to collect and retain Town approved boat launch fees.

ARTICLE TWO

2.1 Maintenance Services. RRI will perform, or engage others to perform, all of the following maintenance services: (i) grounds maintenance and ordinary repairs, including, but not limited to, landscaping, lawn care, mowing, pruning, fertilizing, sweeping, cleaning, snow and ice removal from paths and roadways and such other maintenance as is necessary to maintain high safety and aesthetic standards; (ii) periodic flood cleanup; (iii) graffiti removal; (iv) regular trash collection, including the provision of trash disposal and recycling receptacles and periodic litter collection; (v) portable sanitation services; (vi) dock storage facilities, maintenance of docks and dock facilities, and equipment and harbor management, including, but not limited to boat ramp maintenance, offshore moorings, dock maintenance, and work boat operation; (vii) ordinary maintenance and repairs (but not including replacement or major structural repairs as such replacement or major structural repairs shall not be the responsibility of RRI and shall be conducted at the option of the Town through its regular appropriation and capital improvements process) to bridges, docks, platforms, decks, amphitheaters, paths, roadways, and other capital facilities; (viii) equipment and materials necessary to provide the services, and equipment maintenance; (ix) park ranger services, such as walking, bike or cart patrols, notification of emergency services, radio contact with police and fire officials for emergency assistance only, and public information and assistance.

2.2 Management and Promotional Responsibilities.

a. RRI shall promote, organize and implement, directly or by contract, recreational activities and other events, such as community rowing, regattas, fishing tournaments, concerts, festivals, riverfront rangers, canoe trips, bike tours and cooperative programming with towns.

b. RRI shall promote, organize and implement, directly or by contract, concessions and attractions, such as cruise boats, water taxis, "duck" tours, , food vendors, marinas, boat rentals, a seasonal sit-down restaurant, a riverboat restaurant, tall ships and private events. RRI is currently exploring the possibility

of zipline or adventure facilities and programs at the Park. Any such facilities or programs will require an amendment to this Agreement.

c. RRI shall promote, organize and implement, directly or by contract, marketing, promotion and fundraising, such as solicitation of event sponsorships, friends of the river, grant seeking, major gifts, capital campaigns, advertising and promotion of the Park as a tourist destination and business opportunity.

d. RRI shall promote, organize and implement, directly or by contract, harbor management, such as boat ramp maintenance, offshore moorings, dock maintenance and work boat operation.

e. Notwithstanding the language of paragraphs a-d above, RRI's obligations under this Section 2.2 shall not extend beyond those obligations for which RRI has adequate funding.

2.3 Planning and Development of the Park. RRI agrees to continue to cooperate with and assist the Town in the planning and development process for the Park, including capital improvements. The Town shall retain control over future development and planning and zoning matters with respect to the portions of the Park within its boundaries. RRI shall participate with the Town in (i) planning for additions to the Park and for new or expanded Park facilities, and (ii) to develop procedures for planning and implementing capital improvements to the Park.

a. Any development proposed by RRI shall be subject to obtaining the Town's consent and approval and any required municipal land regulatory approvals by local, state and federal agencies.

b. The Town will not initiate zoning or planning or other regulation changes which would affect the Park (or land to be proposed for inclusion in the Park) without first notifying RRI of the proposal and offering RRI opportunity to comment on the proposal.

c. The Town may develop and pay for any Park facilities, but the Town will not implement any such facilities without first notifying RRI of the proposal and offering RRI the opportunity to comment on the proposal.

d. Any proposal by RRI to develop Park facilities in the Town be formulated in cooperation with such individual(s) as the Town shall designate to work with RRI concerning the development of proposals.

e. Any proposal by RRI to develop Park facilities will include proposed methods for financing the facilities. RRI agrees to seek funding from State,

Federal and private sources if available. Any proposal to use funds provided by the Town will require approval by the Town.

f. RRI will oversee or undertake development of the Park facilities which have received necessary municipal and other approvals and funding from State, Federal or private sources. The Town may either undertake the development of the Park facilities which it funds itself or agree that RRI may undertake the development with Town funds.

g. Subject to prior approval of the East Hartford Town Council, the Town will waive all permit and other building fees associated with the development of the Park undertaken by Riverfront Recapture on behalf of the Town.

h. Notwithstanding any other provision of this Agreement, the Town shall retain ownership of any facilities or improvements in the Park. RRI shall notify the Town prior to commencement of construction of all new or expanded Park facilities or improvements of any kind and request the Town consent to same. Said notice shall include, but not be limited to, the cost, location and description of any new facilities or improvements. RRI shall notify the Town promptly upon completion of said improvements and upon acceptance of same, Town shall own said facilities or improvements.

2.4 Rule Recommendations. RRI will make recommendations, for consideration by the Town and the other municipalities with any portion of the Park within their borders, for a uniform system of ordinances and regulations for use of the Park. Notwithstanding the foregoing, each municipality shall retain jurisdiction to adopt any necessary ordinances for use of Park within its boundaries.

2.5 Scheduling Activities and Events. RRI will coordinate all scheduling, booking and location of activities and events that may take place in the Park, including any sponsored by the Town.

a. While the Town reserves the right to undertake events, it will coordinate such events with the master calendar maintained by RRI. Other than scheduling and coordinating maintenance services, RRI will not oversee the Town sponsored events.

b. With respect to maintenance and repair work that the Town may need to do on its own to the park system or the flood control dike, the Town will take all reasonable steps to coordinate these types of activities with Riverfront Recapture, and not impact its event calendar. Notwithstanding the foregoing, however, the Town retains the right to close the Park at any time it deems necessary to make

repairs to the park system or flood control dike, regardless of whether such actions impact Riverfront Recapture's events calendar.

c. RRI will maintain an annual master calendar of events and activities and will develop procedures for periodic updates and for informing the Town of changes to such master calendar.

d. RRI may provide or contract via a service agreement to provide the maintenance services that may be required for events and activities subject to budget constraints and other contractual limitations in service agreements.

e. The Town shall notify RRI by March 15 of each year for the ensuing calendar year of all proposed events and activities to be sponsored by the Town and all other events and activities which the Town anticipates may be proposed by persons other than RRI. Any proposed changes to the events and activities shall be submitted by the Town to RRI as far in advance as practicable. The purpose of such notice is to allow RRI to include such events and activities in the master calendar and in the work plan and budget of RRI for providing maintenance services for the events and activities. RRI will notify the Town as soon as possible if it becomes aware that there is a scheduling conflict for any proposed event or activity or if any maintenance services will not be available for the proposed event or activity. In event of irreconcilable conflict, the Town's proposal shall prevail.

f. The Town will notify RRI of all requests for permits and direct all inquiries for use of Park to RRI for scheduling.

2.6 Permits.

- a. The Town retains its current permitting / licensing authority concerning any vendor, businesses, activity, special event or structure in the Park.
- b. In addition, with regards to activities and special event:
 - i. The Town will coordinate with RRI and the master calendar in the scheduling of any activities or special events for which permits maybe required.
 - ii. The Town will retain any permit charges for activities and special events sponsored by persons or entities other than RRI.
 - iii. The Town will continue to consider waiving permit fees for activities and special events sponsored by RRI and which are open to the public on a case by case basis, recognizing the contributions of RRI to the Great River Park.

- iv. RRI and the Town will continue to cooperate to facilitate the process of permitting for activities and special events.
- v. The Town and RRI will continue to cooperate to develop a streamlined permitting and scheduling process.

2.7 Access by Residents. Residents of the Town shall retain the same access to the Park as such residents had before this Agreement was executed, except as otherwise provided in this Agreement.

2.8 Fees.

a. RRI may recommend a schedule of admission fees and charges to be approved by the Town for certain events or activities to help pay the costs of such events or activities or the costs of managing the Park generally. Such fees and charges shall be collected by RRI and applied to such costs. Except for certain events, particularly fund-raising events for RRI, such fees shall be reasonably based on covering the cost of the event or activity, the need to regulate use, and the desire for fees to be within the affordable reach of residents.

b. The Town may establish a schedule of boat ramp fees for the use of any boat launching ramp in the portion of the Park within the boundaries of the Town.

c. RRI may impose and collect fees or charges for events or activities for particular groups or persons which are not open to the public. Such fees and charges shall be a source of revenue for RRI to defray in part the costs of managing and promoting use of the Park and the costs of any maintenance services for the event or activity. Any such event or activity shall be limited to a designated area of the Park designated by the Town for such event or activity provided that such area may not substantially limit the general public's access to the Park and such limitations shall not last more than 48 hours.

2.9 Vendors. RRI may contract with and collect revenue from any persons to operate a concession business in the park with respect to events and activities sponsored by RRI. RRI shall not contract for permanent vendor services within the park without the Town's approval. In all instances, all vendors shall comply with all pertinent Town and State health rules and applicable ordinances.

2.10 Annual Budgets. RRI will aggressively pursue an appropriate mix of all revenue sources. RRI will adopt an annual operating budget and an annual capital budget, including sources of funding. Any RRI request for funding from the Town must be submitted to the Town and be subject to the annual budget process or special appropriations process and the approval by the Town. RRI will provide to the Town an annual audit by a certified public accountant licensed in the State of Connecticut.

2.11 Municipal Services.

a. The Town agrees to continue to provide, at no cost to RRI, (i) appropriate flood control facilities and services, (ii) maintenance and repair (ordinary, structural and replacement) of dikes and other appropriate flood control facilities and services, (iii) ordinary electrical service and any other ordinary utility services, if any, including water and sewerage service, but not including capital facilities, and (iv) appropriate public safety services associated with Riverfront Fireworks as determined by the Town of East Hartford, and subject to the Town's ability to pay for such services.

b. The Town will provide public safety services at all other RRI sponsored events that take place in the Park the cost of which will be determined, on a case by case basis, by the East Hartford Town Council

2.12 Oversight Committee. The Town and RRI shall create an Oversight Committee consisting of the Mayor or his or her designated representative and a representative of the Public Works Dept. of the Town designated by the Mayor and a member to be designated by RRI, which Committee shall be responsible for overseeing and coordinating all matters pertaining to the implementation and administration of this Agreement and for recommending amendments, extensions, renewals or repeal of any provision of this Agreement to the Mayor and Town Council.

2.13 Covenants.

a. RRI covenants to preserve its non-profit status.

b. RRI shall not operate or manage the Park in any unlawful manner or for any unlawful purpose.

c. The Town covenants that it is legally empowered to permit RRI to manage the portion of the Park within the Town's boundaries, as provided herein.

ARTICLE THREE - INDEMNIFICATION/INSURANCE

3.1 RRI will indemnify and hold harmless the Town, its officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that the Town, its officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of RRI or otherwise, and to all property caused by, resulting from, or arising out of RRI's negligence in the

performance of its obligations under this Agreement. All indemnification provisions and requirements hereunder shall survive the termination or expiration of this Agreement. The existence of insurance coverage shall in no way limit the scope of such indemnities.

3.2 The Town will indemnify and hold harmless RRI, their officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that RRI, its officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of Town or otherwise, and to all property caused by, resulting from, or arising out of the Town's negligence in the performance of its obligations under this Agreement. All indemnification provisions and requirements hereunder shall survive the termination or expiration of this Agreement. The existence of insurance coverage shall in no way limit the scope of such indemnities.

3.3 Prior to commencing services pursuant to this Agreement and as long as this Agreement is in effect, RRI will secure and pay for insurance and submit for review evidence thereof to the Town, in accord form or a form with the same format and including a 30 day notice of cancellation provision, as follows:

a. Occurrence form Commercial General Liability Insurance (Broad Form) to cover RRI's obligation to the Town as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of RRI under this Agreement. Such insurance shall name the Town as an additional insured, as appropriate, with respect to operations performed under or incident to this Agreement, including coverage for contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut and acceptable to the Town with limits for each occurrence of \$1,000,000 combined single limit for bodily injury and property damage liability. Such commercial general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the additional named insureds and have a severability of interests clause. RRI expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to the Town. All deductibles and retentions are the sole responsibility of RRI to pay and/or indemnify the Town. With respect to such insurance, RRI will be the primary named insured with sole responsibility for fulfillment of the conditions of the policy, including but not limited to reporting of claims.

b. An Excess Liability Policy providing the same coverage as set forth above in subsection a with the same additional insured's as the basic policy in the additional amount of \$5,000,000.

c. Fidelity Bond or Insurance Policy with respect to the handling of Town funds in the amount of \$5,000 per employee or \$50,000 on a blanket basis.

3.4 RRI, and the Town will continue to provide their own Workers' Compensation coverage at the statutory limit, including Employer's Liability with limits of \$100,000 for each accident, \$100,000 for disease for each employee, and \$500,000 for each disease/policy limit.

3.5 RRI will provide its own Automobile Liability Insurance coverage providing the same coverage with the same insureds as set forth in 3.3 a above,.

3.6 The Town may self-insure or obtain Commercial General Liability Insurance, in the Town's sole discretion, to cover the Town's obligation to indemnify RRI as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of the Town under this Agreement.

3.7 All contracts entered into between RRI and the Town with a third party subcontractor shall contain the following:

a. A clause or similar language as follows:

i. The Subcontractor will indemnify and hold harmless RRI, the Town, their officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that RRI, the Town, their officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of Subcontractor or otherwise, and to all property caused by, resulting from, arising out of or occurring in connection with the Subcontractor's work.

b. A requirement that the Subcontractor secure insurance and submit evidence thereof to the party contracting with the Subcontractor (RRI, the Town), in accord form or a form with the same format and including a 30 day notice of cancellation provision, as follows:

i. Occurrence form Commercial General Liability Insurance (Broad Form) to cover the Subcontractor's obligation to indemnify RRI and the Town as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of the Subcontractor, which

shall name RRI and the Town as additional insureds with respect to operations performed under or incident to the Subcontractor's work, including coverage for contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut with limits for each occurrence of \$1,000,000 combined single limit for bodily injury and property damage liability. Such commercial general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the additional insured and have a severability of interests clause. The Subcontractor expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to RRI and the Town. All deductibles and retentions are the sole responsibility of the Subcontractor to pay and/or indemnify RRI and the Town.

ii. Automobile Liability Insurance providing the same coverage with the same additional insureds as set forth in subsection (1).

iii. Workers' Compensation at the statutory limit, including Employer's Liability with limits of \$100,000 for each accident, \$100,000 for disease for each employee, and \$500,000 for each disease/policy limit.

iv. An Umbrella Liability Policy providing the same coverage as set forth above in subsections, (1), (2) and (3) with the same additional insureds as the basic policy in the amount of \$5,000,000. Provided, the party contracting with the Subcontractor may waive this requirement and/or increase or decrease the amount of excess insurance required by the Subcontractor based upon the nature of the work to be performed by the Subcontractor if the contracting party determines that appropriate coverage exists.

v. If any Subcontractor handles any RRI and/or Town funds, a Fidelity Bond or Insurance Policy with respect to the handling of RRI and/or Town funds in the amount of \$5,000 per employee or \$50,000 on a blanket basis.

vi. Any additional insurance required in order to comply with any law or ordinance governing such subcontract or the work to be performed pursuant thereto.

c. A requirement that the insurance in the minimum limits set forth in subparagraph "b" above be submitted for review and approval of the party contracting with the Subcontractor (RRI, the Town) prior to the commencement of work by the Subcontractor.

d. A requirement that the insurance in the minimum limits set forth in subparagraph "b" above be maintained and continuing evidence thereof be submitted to the party contracting with the Subcontractor during the full term of the contract with the Subcontractor.

3.8 All of the insurance requirements set forth in this Article shall apply to any contractors or subcontractors hired by RRI to perform any of its obligations hereunder. The Town reserves the right to require any additional insurance coverage or waive coverage for any specific work to be performed by RRI or any of its contractors or subcontractors. Notwithstanding, RRI may reduce or waive insurance coverage required to be maintained by any subcontractor of RRI under this Agreement provided RRI continues to maintain the insurance RRI is obligated to maintain under Section 3.4 of this Agreement and such insurance covers claims that arise as a result of the negligent acts or omissions of RRI's subcontractors.

ARTICLE FOUR - TERM

4.1 Term. The term of this Agreement shall commence as of January 1, 2019 and, unless otherwise terminated in accordance with the terms and provisions of this Agreement, this Agreement shall terminate on December 31, 2023 and is subject to renewal by mutual agreement by the parties for an additional five (5) year term thereafter.

4.2 Early Termination. Either party to this Agreement shall have the right to terminate this Agreement for cause, after providing 60 days' notice and a right to cure. Either party will have the right to early termination of this Agreement by the written agreement of both parties. RRI and the Town have the right to terminate this Agreement upon the termination of an annual funding commitment with the Metropolitan District Commission (MDC).

ARTICLE FIVE - MISCELLANEOUS

5.1 Dispute Resolution. The Town and RRI agree to implement this Agreement in good faith to promote the goals and purposes expressed and to cooperate with one another to negotiate and resolve any disputes or differences of opinion.

5.2 Amendments. This Agreement may be amended by mutual agreement of the parties hereto by a written instrument signed by the parties hereto subject to Town Council approval.

5.3 Assignment. RRI shall not assign this Agreement without the prior written consent of the Town. RRI shall notify the Town of any proposed assignment at least sixty (60)

days prior to the proposed effective date of such assignment. In the event that any such assignment is approved by the Town, the assignee shall agree in writing to be bound by all of the terms of this Agreement.

5.4 Frustration of Purpose. RRI shall not be obligated to provide services as provided herein during such period as an event of force majeure occurs and is continuing, including without limitation, declared or undeclared war, sabotage, riot or other acts of civil disobedience, acts of government, shortages of fuel, accidents, fire, explosions, floods, earthquakes, or other acts of God, which substantially prevents the fulfillment of RRI's obligations as provided for herein to any portion of the Park, but only to the extent of such portion of the Park.

5.5 Maintenance and Examination of Records. RRI agrees to maintain its financial records pertaining to its management of the Park for a period of three (3) years after the termination of this Agreement and further agrees that its financial records shall be open and made available to the Town for an examination at all reasonable times during regular business hours upon reasonable prior notice.

5.6 Notices. All notices and other communications under this Agreement shall be in writing and shall be deemed given when sent by either (a) facsimile transmission using equipment that provides automatic verification of transmission to the receiving party's facsimile equipment or (b) certified or registered mail, postage prepaid, return receipt requested, or delivery, to the parties hereto at the following addresses, or at such other addresses as the parties hereto may designate in writing from time to time.

To Town: Town of East Hartford
740 Main Street
East Hartford, Connecticut 06108
Attention: Mayor

To RRI: Riverfront Recapture, Inc.
50 Columbus Boulevard, 1st Floor
Hartford, Connecticut 06106
Attention: President & CEO

5.7 Entire Agreement. This Agreement, together with any attachments, schedules and exhibits attached to this Agreement or incorporated by reference, contains all of the terms and conditions agreed upon by the parties and supersedes all other agreements between the parties related to the subject matter hereof.

5.8 Applicable Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of Connecticut.

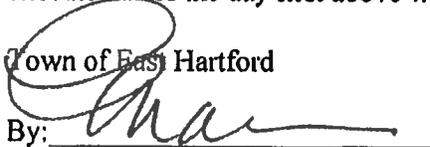
5.9 Severability. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

5.10 Non-Discrimination. RRI agrees to abide by all applicable federal, state, and municipal laws, statutes, ordinances, regulations, or rules concerning non-discrimination and will not permit discrimination against any person or group of persons on the grounds of race, color, religion, creed, age, national origin, physical or mental handicap, sexual preference, ancestry or sex.

5.11 Counterparts. This Agreement may be executed in any number of counterparts.

IN WITNESS WHEREOF, RRI and the Town have caused this Agreement to be executed as of the day first above written but on the dates set forth below.

Town of East Hartford

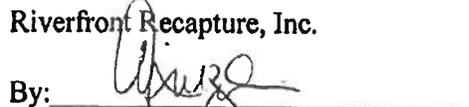
By: 

Name: Marcia A. Leclerc

Title: Mayor

Date: 6/10/19

Riverfront Recapture, Inc.

By: 

Name: Michael Zaleski

Title: President & CEO

Date: 5-23-19

APPROVED AS TO FORM:


RICHARD P. GENTILE, ASST. CORP. COUNSEL

**EXTENSION OF CONTRACT BY AND BETWEEN TOWN OF EAST HARTFORD, A
CONNECTICUT MUNICIPAL CORPORATION AND RIVERFRONT RECAPTURE,
INC.**

THIS AGREEMENT is by and between the Town of East Hartford (“Town”), a Connecticut municipal corporation and Riverfront Recapture, Inc., (“RRI”) a Connecticut Non-Stock Company with a principle address at 50 Columbus Blvd. 1st Fl, Hartford, CT, 06106.

WHEREAS, the parties entered into an agreement with an effective date of January 1, 2019 (the "Agreement"), in which RRI agreed to provide: maintenance and services; assist with planning and development; administer recreation activities; and provide various other services as outlined in the Agreement.

WHEREAS, the Agreement provides for an initial term commencing on January 1, 2019 and terminating on December 31, 2023, and further provides for an option to renew the agreement for an additional five (5) year period by mutual agreement.

WHEREAS, the Town and RRI have mutually agreed that it will be in their best interest to continue this contractual relationship.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. **TERM OF AGREEMENT:** the Town and RRI elect to extend the term of the Agreement for a period of five (5) years to December 31, 2028.
2. All terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Town and RRI have executed this Amendment as of the ____ day of December, 2023 (which is the Effective Date of the Amendment).

Signed and sealed in the presence of:

TOWN OF EAST HARTFORD,
CONNECTICUT

Witness

By:
It's Mayor

Witness

RIVERFRONT RECAPTURE, INC.,

Witness

By:
It's

Witness



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 2, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: AGREEMENT: 590 Burnside Avenue Parking Lot Use

Please see the attached request from Development Director Eileen Buckheit regarding the use of the 590 Burnside Avenue parking lot for parking by volunteers who come to participate in construction activities.

Please place this item on the Town Council agenda for the November 21, 2023 meeting.

C: E. Buckheit, Development Director
R. Fitzgerald, Assistant Corporation Counsel



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: November 2, 2023

RE: 590 Burnside Avenue parking lot use

I am respectfully requesting an item in reference to the above stated address be placed on the November 21st agenda.

Habitat for Humanity is requesting the use of the aforementioned property, otherwise known as the former Daley Court site, for parking by volunteers who come to participate in construction activities. Their site at 560 Burnside Avenue, is fully under construction, surrounded by fencing and is only able to accommodate parking for the construction team.

Attached is a letter from Karraine Moody, who is requesting use of the lot from April 2024 to December 2025 when construction will be underway. Habitat for Humanity will supply insurances and a cleanup clause.

Parking will be only allowed on the paved portion of the site, which is approximately 21 spaces.

Assistant Corporation Counsel Robert Fitzgerald will be supplying the use agreement.

Thank you and let me know if you have any questions or concerns.



P.O. Box 1933
Hartford, CT 06144-1933
Phone: 860-541-2208
www.hfncc.org

September 27, 2023

To: Eileen Buckheit

Re: Use of 590 Burnside Avenue for Volunteer Parking

The purpose of this letter is to request the use of 590 Burnside Avenue for volunteer parking while we develop 550-560 Burnside Avenue. The lot will be needed between April 2024 and December 2025. Habitat for Humanity North Central Connecticut will provide liability insurance and maintain the lot throughout the term.

In partnership,

A handwritten signature in blue ink that reads "Karraine B".

Karraine Moody

Chief Executive Officer

**PROPOSED RESOLUTION FOR LIMITED LICENSE AGREEMENT REGARDING
590 BURNSIDE AVE., EAST HARTFORD, CT**

WHEREAS, the Town of East Hartford owns the real property located at 590 Burnside Ave., East Hartford, CT, Connecticut (“Premises”);

WHEREAS, Habitat for Humanity of North Central Connecticut, Inc., a Connecticut Non-Stock Company, is presently working to develop the property located at 550-560 Burnside, Ave., East Hartford, Connecticut;

WHEREAS, Habitat for Humanity of North Central Connecticut, Inc., has inquired of the Town to use the Premises for the purpose of parking by its employees, agents, and volunteers in connection with construction and development of the property located at 550-560 Burnside, Ave., East Hartford.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. Notwithstanding the provisions of Town Ordinance Section 10-19, the Town Council authorizes the Town to enter into a license agreement with Habitat for Humanity of North Central Connecticut, Inc., for use of the real property located at 590 Burnside Ave. for the purpose of parking by its employees, agents, and volunteers in connection with construction and development of the property located at 550-560 Burnside, Ave., East Hartford;
2. The license agreement shall commence on April 1, 2024 and end on December 1, 2025 and there shall be no fee for this License;
3. The license agreements shall be on a form reviewed and approved by the Office of Corporation Counsel; and
4. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Personnel and Pensions Subcommittees

Please see a series of attached job descriptions for a variety of positions within several departments, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the November 21, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

September 29, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re DPW Project Manager – Sustainability

Dear Mr. Martin:

Please see the attached job description for the DPW Project Manager - Sustainability. Our CAO Melissa McCaw, Public Work Director Alex Trujillo and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- Prepares costs and material estimates for construction projects.
- Contributes to Occupational Safety and Health Administration (OSHA) filings and responses.
- Prepares project status updates and attends Public Building Committee meetings.
- Sits on the Sustainable CT Board as the Town representative.
- Member of the Capitol Region Council of Governments Advisory Committee.
- Leads "green" projects including solar arrays and EV charging stations.

Lewis A. Tamaccio currently serve the Town as its Project Manager for projects ranging from relining basketball courts to the MEP Upgrade Project being completed at East Hartford's Historic Town Hall. In total, He is helping manage over 15 ongoing projects, with numerous other projects pending. He has proven to be a valuable asset to the Town, demonstrating cost-saving alternatives on multiple projects and project alternatives that lead to permanent solutions over temporary ones. He also volunteered to fill the Town of East Hartford's role on the Sustainable CT Board and the Capitol Region Council of Governments Advisory Committee.

The DPW Project Manager – Sustainability job description has yet to be updated since 2018, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Project Manager – Sustainability

GRADE: ~~13~~15

DEPARTMENT: Public Works/Engineering

DATE:

[10/16/2018](#)[11/09/2023](#)

GENERAL DESCRIPTION

Work involves planning, organizing and implementing projects. This is a highly responsible project management position with a focus on public works facilities, projects and services that promote public infrastructure improvements, economic, environmental and community sustainability.

The work requires that the employee has thorough knowledge, skill and ability in every phase of the public works field, including, but not limited to, natural resource conservation, capital improvement projects and environmental sustainability.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works or designee.

SUPERVISION EXERCISED

As the lead project manager, provides project oversight and personnel coordination as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulates operating plans and procedures for the Department to achieve sustainability goals.
- Plans, organizes and implements assigned projects and work, including the formulation of work procedures and schedules.
- Works with internal and external stakeholders to build capacity to achieve sustainability goals and to complete improvement projects.
- Competent in project management, including budgeting, contractor coordination, regulatory permitting, cost control and warranties.
- Employs best management practices as relates to sustaining and enhancing Town facilities, green spaces, and other Town assets.
- Reviews plans, specifications and contractual agreements approved by either the Planning and Zoning Commission or the Town.
- Responsible for providing inspections at appropriate construction sites and preparing reports to Town Engineer.

- Performs and coordinates on-site inspection of projects to ensure conformity with construction design, safety and minimum Town standards.
- Makes assessment of unanticipated construction problems and receives oral or written instructions or work orders from the Public Works Director or designee.
- Recommends modifications to plans and related costs.
- Investigates complaints and prepares a report with recommendations to the Town Engineer.
- Collects and prepares daily reports from Inspection staff.
- Uses computer with engineering and construction applications in all phases of work.
- Reports work accomplished to the Public Works Director or designee.
- [Assists public by providing information and technical assistance, construction activity.](#)
- [Assists annually with fiscal year budget.](#)
- [Prepares bid documents and requests for proposals for new tasks/projects.](#)

ADDITIONAL DUTIES:

- [Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.](#)
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- [Prepares costs and material estimates for construction projects.](#)
- [Contributes to Occupational Safety and Health Administration \(OSHA\) filings and responses.](#)
- [Prepares project status updates and attends Public Building Committee meetings.](#)
- [Sits on the Sustainable CT Board as the Town representative.](#)
- [Member of the Capitol Region Council of Governments Advisory Committee.](#)
- [Leads “green” projects including solar arrays and EV charging stations.](#)

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of municipal public works functions and services.
- Experience with sustainability and conservation practices, including, but not limited to, water conservation, irrigation techniques, solar power, and energy use.
- Experience with green space planning and protection, including pedestrian trails, signage, recreation facilities, playgrounds, golf courses, cemeteries, conservation areas, and athletic fields.
- Knowledgeable and skilled in conservation biology, especially naturalistic landscaping for pollinator species, habitat diversity, and invasive species control.
- Considerable ability to plan and implement programs and capital improvement projects for the department, and to coordinate projects through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and

commissions and the general public. Ability to apply the principles of construction inspection and civil engineering to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to interpret plans and specifications and to write engineering reports in clear, concise and understandable language.
- Ability to direct the work of others.

QUALIFICATIONS Bachelor's degree from an accredited college or university in science, natural resources conservation, engineering, architecture, business administration or a closely related field plus five years of progressively responsible public works project management experience. Wherever possible appropriate education and work experience will be considered. A Master's Degree is preferred.

SPECIAL REQUIREMENTS

Must possess a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, and computer.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the central functions of this job. Reasonable accommodation may be made to enable persons with disabilities to perform the essential functions.

Work is performed in office settings and in outside weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. the employee must have corrected vision. The employee must be able to read, analyze, and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw conclusions and make effective presentations on controversial or complex topics.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but is frequently noisy in the field.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

11/10/2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Youth Outreach Coordinator

Dear Mr. Martin:

Please see the attached job description for the Youth Outreach Coordinator.

There was a lot of background information removed since it's not essential for a new employee to have that level of background knowledge. We also clarified the educational requirements.

General Description:

The Youth Outreach Coordinator is assigned to the Department of Health & Human Services, Crisis Intervention Division and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will be responsible for the facilitation of the Juvenile Review Board (JRB) and all identified facets for the JRB. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN-to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals).

Essential Job Functions:

- Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
- Ensures that computer data is entered and maintained for program evaluation, record keeping, and input into required State of CT data collection systems.
- Assists with other program and administrative functions and performs related work as required to benefit the Department.
- Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).
- Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
- Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

Education and Experience:

- Bachelor's degree in Social Work, criminal justice, or other related human services field. 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Youth Outreach Coordinator

GRADE: NBU

Field Code Changed

DEPARTMENT: ~~Health & Human Services, Crisis Intervention Division~~ Youth Services
Date: 10/24/2023

General Description:

The Youth Outreach Coordinator is assigned to the Department of ~~Health & Human Services, Crisis Intervention Division~~ Youth Services and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. ~~The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division.~~ The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will ~~be responsible for the facilitation~~ manage of the Juvenile Review Board (JRB) and all identified facets for the JRB. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN-to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals). ~~As the JRB Manager, the Coordinator will conduct JRB youth and family pre-JRB hearing intakes, conduct all State required (Ohio Seales) screenings and associated data collection requirements, facilitate the JRB hearings, perform diversion follow up duties that include case management and monitoring, data collection, coordination with all stakeholder agencies, as well as with board members and families to support East Hartford youth involved in criminal offenses. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy/defiance of school rules, runaways, beyond control of parent and immoral conduct referrals.~~ The coordinator will actively participate in community organizations and meetings that support programs that reach and benefit the youth of East Hartford. The Coordinator will oversee the East Hartford Youth Task Force.

Essential Job Functions:

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- ~~Plans youth outreach activities and collaborates with other Town staff and community partner to conduct program assignments, directs, and oversees staff, operations, and activities of the Outreach Office and reviews~~
- ~~Reviews~~ program effectiveness through internal and external assessments/evaluations, recommends and implements changes to effect success, and conducts in-service staff training opportunities.
- ~~Responsible for the management of the Juvenile Review Board, including all communication with the~~
- ~~referred family and referring law enforcement agencies, pre-JRB screenings, collection of facts and~~
- ~~circumstances of each case, case presentation to the Board, follow-up case management, and all data~~
- ~~collection.~~
- Responsible for the intake and case management of all truancy, school defiance, beyond control of

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- the parent, runaway, and immoral sexual conduct referrals.
- Maintains relevant curriculum and activities in line with current best practices in the industry.
-
- Identifies positive youth development, risk prevention, intervention, and leadership opportunities.
- - Partners with and convenes East Hartford (public and private) community agencies, schools, and
 - municipal departments concerning youth issues and trends in the community.
 - Initiates outreach strategies targeting underserved and high-risk youth and families in consideration
 - —of cultural awareness and community demographics.
 - —Hires, supervises and evaluates Facilitates experiential learning Adventure Plus programs facilitators, youth outreach workers, JRB for identified at-risk youth.
 - Case and Family Mentors/Social Work staff assigned to the Outreach Office.
 - Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
 - Uses a variety of marketing techniques to facilitate organization visibility, participant recruitment, program media coverage, and information dissemination to the community.
 - — Ensures that computer data is entered and/maintained for program evaluation, record keeping, and input into required State of CT data collection systems.
 - — Assists with other program and administrative functions and performs related work as required to benefit the Department of Youth Services.
 - — Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).
 - Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
 - Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

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Knowledge, Skills, and Abilities:

- Experience of 3-5 years working with children, teens, adults, and ~~for~~ families.
- A working knowledge of treatment and prevention of substance misuse, suicide prevention, chronic absenteeism, parenting support, crisis response, and juvenile diversion.
- Experience in and kKnowledge of the jJuvenile jJustice sSystem, including Judicial Jjuvenile cCourt processes, law enforcement, and Juvenile Review Board restorative justice practices. (required)
- Ability to work autonomously and take initiative to further the goals of the Crisis Intervention Division Youth Services.
- Excellent verbal and written communication skills are essential in conjunction with computer literacy.
- Strong organizational skills, able to multi-task and prioritize, able to meet deadlines.
- Strong motivational and leadership skills, including ability to orient and train.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Must be receptive and responsive to supervision and professional development.

- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.

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Education and Experience:

Graduation from a four-year college or university and 3-5 years of relevant experience or 5-8 years of direct criminal justice experience in program planning and administration. Additionally, must have experience conducting presentations and preparing press releases, brochures and reports; or an equivalent combination of experience that includes the following knowledge, skills and abilities:

- Bachelor's degree in Social Work, criminal justice, or other related human services field preferred, experience working with disengaged and disconnected youth within the juvenile criminal justice system considered in lieu of a BA.
- 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree. Considerable knowledge of positive youth development practices
 - ~~Knowledge of research methodologies, analysis and report writing.~~
 - ~~Knowledge of State labor laws as they relate to youth.~~
 - ~~Knowledge of personal computer technology and application software needed to run reports, build and maintain databases and track fiscal and program data.~~
 - ~~Skill and experience in community outreach and communication building.~~
 - ~~Skill and experience in preparing and maintaining program budgets and issuing required fiscal reports.~~
 - ~~Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.~~
 - ~~Knowledge of criminal law and law enforcement practices.~~
 - ~~Knowledge of State Board of Education regulations.~~
 - ~~Knowledge of DCF policies and practices.~~
 - ~~Knowledge of CYSA (CT Youth Services Association) policies.~~
 - ~~Must possess a valid motor vehicle operator's license.~~
 - ~~Must successfully pass a background check (fingerprints, criminal records).~~

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required
- Must possess a valid driver's license
- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded/substantiated abuse or neglect complaint.
- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity is essential
 - ~~Experience with project coordination and program implementation~~
 - ~~Demonstrated skills in providing consultation, training, and quality assurance to make improvements in services.~~

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Physical and Mental Demands

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling,

walking, and standing; occasional reaching above and below desk level.

- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

Work Environment:

- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach
- Occasional after-hours work may be required for outreach and education events

- **EEO/AA Statement**

- [In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.](#)

General Guidelines:

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hours: This is a full-time position with work hours scheduled Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional after-hours work may be required for crisis response, outreach and education events.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

11/10/2023

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Administrative Aide

Dear Mr. Martin:

Please see the attached job description for the Administrative Aide in the Fire department with a new title of Executive Administrative Coordinator.

Our Fire Chief and myself have reviewed the job description and salary band from surrounding towns Fire departments and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

This position provides a variety of complex administrative functions, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. This position supervises and assigns work to the front office staff. The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.

ESSENTIAL JOB FUNCTIONS:

- Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.
- Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.
- Supervises front office personnel.
- Oversees and manages the records management system.
- Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.
- Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.
- Regularly updates payroll to reflect individual or group changes.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives payroll checks, reviews for accuracy, and distributes to employees.
- Prepares regular statistical and narrative reports for the supervisor upon request.

Executive Administrative Coordinator job description has yet to be updated since 1959, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be

considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Executive Administrative Coordinator~~Administrative Aide~~
GRADE: 710

Field Code Changed

DEPARTMENT: Fire Department **DATE:** 2/959/2312/1/2023

Field Code Changed

POSITION DEFINITION:

~~Works under the general direction of the Fire Chief. Performs, coordinates, and supervises office administrative activities in the preparation, accounting, and maintenance of department revenue and expenditures. Organizes and maintains department records and files. May perform secretarial work of a confidential and responsible nature. This position provides a variety of complex administrative functions support, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. and This position supervises and assigns work to the front office staff.~~

SUPERVISION RECEIVED:

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~~This position works under the direct supervision of the Fire Chief and Assistant Fire Chief (s).~~

ESSENTIAL JOB FUNCTIONS:

~~The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.~~

- ~~Plans and organizes work according to established or standard office procedures. May develop or modify office procedures to maximize efficiency. Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.~~
- ~~Determines priority of work tasks. Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.~~
- ~~Assigns work to clerical support staff, if any. Supervises front office personnel.~~
- ~~Oversees and manages the records management system.~~
- ~~Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.~~
- ~~Performs office administrative work in the functional areas of budget control, employee payroll and benefits, and related department reporting systems. Maintains weekly attendance records and payroll for entire department, taking~~

~~into account a complex variety of Firefighter position levels and temporary promotions. Maintains separate overtime records. Provides administrative support to the Fire Chief and other members of the management team for the Department's personnel functions. Receives personnel information, reviews for accuracy and completeness, and maintains confidentiality in all personnel-related matters.~~

- ~~• Compiles and prepares statistical and narrative reports for Fire Chief. Prepares a wide variety of correspondence from draft or verbal instruction and independently composes correspondence related to assigned responsibilities.~~
- Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.
- ~~• Assists in the preparation of department work schedules. Develops brochures, forms and other information materials, for Department programs, events, and services.~~
- ~~• Transmits and explains supervisor's administrative directions to proper persons, and follows up to assure compliance, completeness, and conformance to deadlines.~~
- ~~• Types and transcribes letters, reports, and meetings minutes from rough draft or transcription equipment.~~
- ~~• Composes and types routine correspondence and reports.~~
- ~~• Screens telephone calls, greets visits, ascertains nature of business, and refers to appropriate office/person as possible. Responds to incoming phone calls and provides information regarding Department policies and procedures relating to assigned responsibilities.~~
- ~~• Arranges meetings and schedules appointments for the Fire Chief.~~
- ~~• Meets the public and provides information on department operations.~~
- ~~• Receives and records fees, performs related bookkeeping functions.~~
- ~~• Maintains central inventory of supplies and uniforms. Contacts vendors for price quotes and orders supplies as needed through the Town Purchasing Department. Obtains bids and information for purchase of new office equipment/supplies as needed.~~
- Prepares employee payrolls in accordance with collective bargaining agreements for employees.
- Monitors employee leave accruals.
- Receives and reviews time sheets from units.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives payroll checks, reviews for accuracy, and distributes to employees.
- ~~• Prepares regular statistical and narrative reports for the supervisor upon request.~~

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ADDITIONAL JOB FUNCTIONS:

- Maintains work flow records on special projects. Maintains proficiency by attending training conferences and meetings.
- Maintains records of state and federal grant programs as directed. Represents the Department by attending various committee meetings or associated functions.
- Organizes and prepares materials for publications, such as administrative regulations, position announcements, examination procedures, program guides and activity schedules. Assists in the coordination of Fire Department events during the year.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of accounting;
- Office practices and procedures;
- Word processing, spreadsheets, databases, and desktop software programs;
- Business English;
- Budgeting process, personnel policies, and the IAFF collective bargaining agreement with Local 1548;
- Principles and practices of record keeping;
- Principles and practices of supervision;
- Principles and practices of administrative research and report writing; and
- Principles and practices of customer service and public relations.

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Skill in:

- Use of office equipment;
- Use of personal computers;
- Planning and organizing work to meet project and deadline requirements;
- Supervising and training staff;
- Problem-solving and decision making;
- Using initiative and judgment;
- Composing, drafting, and editing business correspondence and reports;
- Communicating effectively with internal and external customers;
- Answering multiple phone lines;
- Dealing professionally and appropriately with others; and
- Interpreting policies and procedures.

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Ability to:

- Deal with confidential information;
- Plan and conduct studies and reports;
- Maintain accurate records;
- Establish and maintain effective working relationships with others; and
- Work in a safe manner.

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- Ability to work independently with a minimum of supervision.
- Ability to apply principles of management to solve practical problems independently.
- Ability to interpret instructions furnished in written, oral or schedule form.

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- Ability to acquire a working knowledge of the policies, procedures, and goals of the Fire Department.
- Knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take dictation, meeting minutes, and to transcribe notes from rough drafts and/or correspondence with speed and accuracy.
- Ability to establish and maintain complex files and record systems.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to supervise.
- Must be able to access and process information contained in file records and computer databases.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this position, the employee is required to make decisions; utilize interpersonal skills, teamwork, creativity, and customer service. English, discretion, basic math, and independent judgment. Duties involve standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing and handling. Work requires the ability to push, lift, pull, and carry up to 20 pounds. A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station. While the noise level is higher the typical of most office environments, hearing protection is not required. Work involves multiple tasks that change frequently, but policies and procedures exist to define direction. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination.
- **EEO/AA Statement**
- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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JOB QUALIFICATIONS:

The required skills and knowledge would generally be acquired with an Associates Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative ~~secretarial or~~ office management experience, including one year of supervisory experience.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

Please see the attached letter and accompanying documents for referral to the Real Estate Acquisition and Disposition Committee regarding small parcels of property that comprise part of the roadbed of the current East River Drive.

Please place this item on the town council agenda for November 21, 2023 meeting.

C: R. Gentile, Assistant Corporation Counsel
E. Buckheit, Development Director

OFFICE OF THE CORPORATION COUNSEL

To: Mayor Connor Martin

From: Richard P. Gentile

Date: November 15, 2023

RE: Deeds for property under East River Drive

While reviewing an archived file to find an answer to an unrelated question, I uncovered two **original** deeds and conveyance tax statements for small parcels of property that comprise part of the roadbed of the current East River Drive (I have attached copies of the deeds, a December 27, 2001 letter to former Assistant Corporation Counsel Richard Quinlan, and a survey showing the parcels in question). After confirming that no similar deeds were recorded, I reached out to Peter Sorokin (mentioned in the letter) who confirmed that he still represents the parties in question and indicated that the Town should record the deeds. I would like to do that as soon as possible.

I respectfully request that you ask Chairman Kehoe to place this matter on the November 21 Town Council Agenda as a referral to the Real Estate Acquisition and Disposition Committee. Since these deeds deal with acquiring property that comprise a portion of a Town road, I will reach out to the Development Office to coordinate the necessary 8-24 review.

ROGIN, NASSAU, CAPLAN, LASSMAN & HIRTLE, LLC

ATTORNEYS AT LAW

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Of Counsel

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EDWARD S. ROGIN (1908-2000)
LOUIS E. NASSAU (1908-1999)

ROBERT L. HIRTLE
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LEWIS K. WISE
MARK A. ROSENBLUM
BARRY S. FEIGENBAUM
PETER S. SOROKIN
IRIS JUNE BROWN
BENJAMIN ENGEL
THOMAS M. DIVINE
LAWRENCE G. ROSENTHAL

December 27, 2001

VIA HAND DELIVERY

Richard Quinlan, Esq.
Corporation Counsel
740 Main Street
East Hartford, CT 06108

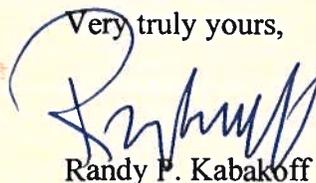
Re: Commerce Center One Limited Partnership

Dear Richard:

Enclosed please find two original quit-claim deeds from Commerce Center Association, Inc. and Commerce Center One Limited Partnership to the Town of East Hartford with state conveyance tax statements for both deeds.

I speak for Peter Sorokin and myself when I say that we both greatly appreciate all your help with respect to the recent refinance of Commerce Center One.

Very truly yours,



Randy P. Kabakoff

RPK:cej

Enclosures

cc: Mr. Charlie Karno (via facsimile, no enclosures)



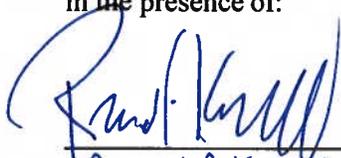
STATUTORY FORM QUIT CLAIM DEED

COMMERCE CENTER ASSOCIATION, INC., a Connecticut non-stock corporation with an office in the Town of East Hartford, County of Hartford and State of Connecticut for good and valuable consideration, grants to the Town of East Hartford, a municipal corporation having an office at 740 Main Street, East Hartford, CT 06108, with **QUIT CLAIM COVENANTS**, that certain piece or parcel of land shown on Schedule A attached hereto.

Signed this 12th day of December, 2001.

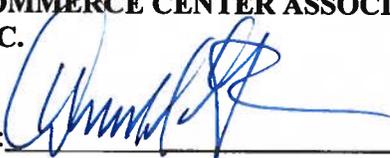
Signed, sealed and delivered

in the presence of:



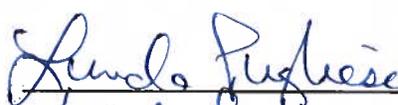
Randy P. Kasakoff

COMMERCE CENTER ASSOCIATION, INC.

By: 

Donald S. Gershman

Its Executive Vice President



Linda Pugliese

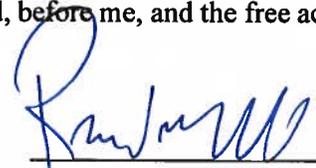
STATE OF CONNECTICUT

COUNTY OF HARTFORD

ss: Hartford

December 12, 2001

Personally appeared Donald S. Gershman, as Executive Vice President of Commerce Center Association, Inc. hereunto duly authorized signer and sealer of the foregoing easement, and acknowledged the same to be his free act and deed, before me, and the free act and deed of said corporation, before me.



Commissioner of the Superior Court

Grantees Address:
740 Main Street
East Hartford, CT 06108

SCHEDULE A

A certain piece or parcel of land shown as "Proposed Release From Commerce Center Association, Inc. to the Town of East Hartford Area =702 SQ. FT" on a map entitled "ALTA/ACSM Land Title Survey Prepared for Commerce Center One Limited Partnership East River Drive East Hartford, Connecticut Scale 1"=40', Dated 11/15/01 and Revised to 11/27/01", prepared by Fuss & O'Neill Inc., which map is to be filed in the Town Clerk's office in said Town of East Hartford to which reference may be had.

STATE OF CONNECTICUT
REAL ESTATE CONVEYANCE TAX RETURN
 OP-236 (Rev. 10/99)

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
 25 Sigourney Street, Hartford CT 06106-5032

FOR TOWN CLERK USE ONLY

TOWN CODE	LAND RECORD
▶	▶ Vol. Page

1. TOWN ▶ East Hartford		2. LOCATION OF PROPERTY CONVEYED (Number and Street) ▶ East River Drive Extension	
GRANTOR/SELLER (Last Name, First Name, Middle Initial) ▶ Commerce Center Association, Inc.		4. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions) ▶	
ADDRESS (Number and Street) ▶ c/o Kanawh Investments Corp. 342 N. Main Street		6. (City or Town) ▶ West Hartford	State ZIP CT 06117
IS GRANTOR A PARTNERSHIP, S CORPORATION, LLC, ESTATE OR TRUST? ▶ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES", see instructions)		8. IS THIS CONVEYANCE BETWEEN SPOUSES? ▶ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF THIS CONVEYANCE IS FOR NO OR LESS THAN ADEQUATE CONSIDERATION, WILL FEDERAL AND STATE GIFT TAX RETURNS BE FILED? ▶ <input type="checkbox"/> FEDERAL ONLY <input type="checkbox"/> STATE ONLY <input type="checkbox"/> BOTH <input checked="" type="checkbox"/> NOT APPLICABLE			
0. GRANTEE/BUYER (Last Name, First Name, Middle Initial) ▶ Town of East Hartford		11. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions) ▶	
2. ADDRESS (Number and Street) ▶ 740 Main Street		13. (City or Town) ▶ East Hartford, CT	State ZIP CT 06108
4. DATE CONVEYED ▶ 12/12/01	15. DATE RECORDED ▶ 12/ /01	16. TYPE OF INSTRUMENT <input type="checkbox"/> WARRANTY <input checked="" type="checkbox"/> QUITCLAIM <input type="checkbox"/> EASEMENT <input type="checkbox"/> OTHER	
7. THE GRANTOR CLAIMS THAT NO TAX IS DUE BECAUSE: (If applicable, check one)			
SEE DEFINITIONS BELOW			
▶ 17A. <input type="checkbox"/> CONVEYANCE WAS FOR NO CONSIDERATION (This conveyance may be subject to federal and/or Connecticut Gift Tax) (See Definitions)			
▶ 17B. <input type="checkbox"/> CONSIDERATION WAS MORE THAN ZERO BUT LESS THAN \$2,000 (See Definitions)			
▶ 17C. <input checked="" type="checkbox"/> CONVEYANCE IS EXEMPT PURSUANT TO CONN. GEN. STAT. §12-498 (Exemption Code must be entered from reverse) 05			
17D. IF 17C EXEMPTION CODE IS 01 OR 09, ENTER APPROPRIATE DATA: _____			

COMPUTATION OF TAX (Enter consideration for conveyance on the appropriate line)

▶ 18. Consideration for Unimproved Land	\$ _____	x 0.005	= \$ _____
▶ 19. Consideration for Residential Dwelling	\$ _____		
▶ 19A. Portion of Line 19 that is \$800,000 or less	\$ _____	x 0.005	= \$ _____
▶ 19B. Portion of Line 19 that exceeds \$800,000	\$ _____	x 0.01	= \$ _____
▶ 20. Residential Property other than Residential Dwelling	\$ _____	x 0.005	= \$ _____
▶ 21. Nonresidential Property other than Unimproved Land	\$ _____	x 0.01	= \$ _____
▶ 22. Property conveyed by a Delinquent Mortgagor (See Inst.)	\$ _____	x 0.005	= \$ _____
▶ 23. TOTAL TAX DUE (DO NOT STAPLE CHECK TO RETURN)			\$ _____

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT DECLARATION

I DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT I HAVE EXAMINED THIS RETURN, OP-236, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, COMPLETE AND CORRECT. (THE PENALTY FOR FALSE STATEMENT IS IMPRISONMENT NOT TO EXCEED ONE YEAR OR A FINE NOT TO EXCEED TWO THOUSAND DOLLARS, OR BOTH.)

NAME (Type or Print) Title Signature Date

GENERAL INSTRUCTIONS

All entries must be printed legibly or typed.

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT: A completed tax return must be submitted to the City or Town Clerk with a check payable to: COMMISSIONER OF REVENUE SERVICES. A Taxpayer Identification Number is required for each Grantor or Grantee name listed on the deed, instrument or writing. If a Social Security Number or Federal Employer Identification Number, as the case may be, is not entered, this return will be incomplete. If the conveyed property is located in more than one town, complete a tax return for each town in which the property is located.

LINE 7. If you answer "YES" to this question, you must attach a list of names, addresses and Taxpayer Identification Numbers for each partner, member, shareholder or beneficiary, as the case may be.

To order real estate conveyance tax returns or copies of the real estate conveyance tax regulations and special notices call the Department of Revenue Services at 1-800-382-9463 (Connecticut callers) or 860-297-5962 (Greater Hartford and out-of-state callers). TDD/TT users call 860-297-4911. If you need additional information or assistance, please call the Excise/Public Services Taxes Unit at 860-541-3225, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

CITY OR TOWN CLERK: Mail this tax return and check to the Commissioner of Revenue Services (address listed above) not later than 10 days after receipt. Volume and Page reference in the box marked "FOR TOWN CLERK USE ONLY" must be completed. Please do not staple check to return.

DEFINITIONS

TAXPAYER IDENTIFICATION NUMBER: Social Security Number or Federal Employer Identification Number, as the case may be.

CONSIDERATION includes money paid and the fair market value of other property, real or personal, transferred directly or indirectly, to the grantor, whether or not expressed in the instrument. By way of example and not of limitation, consideration includes the amount of any liability of the grantor assumed by the grantee and the amount of any liability to which the property is subject.

UNIMPROVED LAND means land that has no improvements thereon.

RESIDENTIAL PROPERTY OTHER THAN RESIDENTIAL DWELLING includes apartment buildings, duplexes and other multi-unit properties, whether or not the owner resides on the premises.

SCHEDULE A

A certain piece or parcel of land shown as "Proposed Release From Commerce Center One Limited Partnership to the Town of East Hartford Area =5,506 SQ. FT. = 0.126 Acres" on a map entitled "ALTA/ACSM Land Title Survey Prepared for Commerce Center One Limited Partnership East River Drive East Hartford, Connecticut Scale 1"=40', Dated 11/15/01 and Revised to 11/27/01", prepared by Fuss & O'Neill Inc., which map is to be filed in the Town Clerk's office in said Town of East Hartford to which reference may be had.

**STATE OF CONNECTICUT
REAL ESTATE CONVEYANCE TAX RETURN**

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford CT 06106-5032

FOR TOWN CLERK USE ONLY

TOWN CODE	LAND RECORD
▶	▶ Vol. Page

P-236 (Rev. 10/99)

TOWN East Hartford

2. LOCATION OF PROPERTY CONVEYED (Number and Street)
▶ East River Drive Extension

GRANTOR/SELLER (Last Name, First Name, Middle Initial) Commerce Center one
Commerce Center Association, Inc. Limited Partnership

4. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
▶

ADDRESS (Number and Street) 342 N. Main St.
c/o Konover Investments Corp.

6. (City or Town) West Hartford State CT ZIP 06117

IS GRANTOR A PARTNERSHIP, S CORPORATION, LLC, ESTATE OR TRUST?
 YES NO (If "YES", see instructions)

8. IS THIS CONVEYANCE BETWEEN SPOUSES?
▶ YES NO

IF THIS CONVEYANCE IS FOR NO OR LESS THAN ADEQUATE CONSIDERATION, WILL FEDERAL AND STATE GIFT TAX RETURNS BE FILED?
 FEDERAL ONLY STATE ONLY BOTH NOT APPLICABLE

GRANTEE/BUYER (Last Name, First Name, Middle Initial) Town of East Hartford

11. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
▶

ADDRESS (Number and Street) 740 Main Street

13. (City or Town) East Hartford, CT 06108 State ZIP

DATE CONVEYED 12/12/01

15. DATE RECORDED 12/ /01

16. TYPE OF INSTRUMENT
▶ WARRANTY QUITCLAIM EASEMENT OTHER

THE GRANTOR CLAIMS THAT NO TAX IS DUE BECAUSE: (If applicable, check one)

SEE DEFINITIONS BELOW

▶ 17A. CONVEYANCE WAS FOR NO CONSIDERATION (This conveyance may be subject to federal and/or Connecticut Gift Tax) (See Definitions)

▶ 17B. CONSIDERATION WAS MORE THAN ZERO BUT LESS THAN \$2,000 (See Definitions)

▶ 17C. CONVEYANCE IS EXEMPT PURSUANT TO CONN. GEN. STAT. §12-498 (Exemption Code must be entered from reverse) 03

17D. IF 17C EXEMPTION CODE IS 01 OR 09, ENTER APPROPRIATE DATA: _____

COMPUTATION OF TAX (Enter consideration for conveyance on the appropriate line)

▶ 18. Consideration for Unimproved Land	\$ _____	x 0.005	= \$ _____
▶ 19. Consideration for Residential Dwelling	\$ _____		
▶ 19A. Portion of Line 19 that is \$800,000 or less	\$ _____	x 0.005	= \$ _____
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▶ 21. Nonresidential Property other than Unimproved Land	\$ _____	x 0.01	= \$ _____
▶ 22. Property conveyed by a Delinquent Mortgagor (See Inst.)	\$ _____	x 0.005	= \$ _____
▶ 23. TOTAL TAX DUE (DO NOT STAPLE CHECK TO RETURN)			\$ -0-

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT DECLARATION

I DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT I HAVE EXAMINED THIS RETURN, OP-236, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, COMPLETE AND CORRECT. THE PENALTY FOR FALSE STATEMENT IS IMPRISONMENT NOT TO EXCEED ONE YEAR OR A FINE NOT TO EXCEED TWO THOUSAND DOLLARS, OR BOTH.

NAME (Type or Print) Title Signature Date 12/12/01

GENERAL INSTRUCTIONS

All entries must be printed legibly or typed.

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT: A completed tax return must be submitted to the City or Town Clerk with a check payable to: COMMISSIONER OF REVENUE SERVICES. A Taxpayer Identification Number is required for each Grantor or Grantee name listed on the deed, instrument or writing. If a Social Security Number or Federal Employer Identification Number, as the case may be, is not entered, this return will be incomplete. If the conveyed property is located in more than one town, complete a tax return for each town in which the property is located.

LINE 7. If you answer "YES" to this question, you must attach a list of names, addresses and Taxpayer Identification Numbers for each partner, member, shareholder or beneficiary, as the case may be.

To order real estate conveyance tax returns or copies of the real estate conveyance tax regulations and special notices call the Department of Revenue Services at 1-800-382-9463 (Connecticut callers) or 860-297-5962 (Greater Hartford and out-of-state callers). TDD/TT users call 860-297-4911. If you need additional information or assistance, please call the Excise/Public Services Taxes Unit at 860-541-3225, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

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DEFINITIONS

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CONSIDERATION includes money paid and the fair market value of other property, real or personal, transferred directly or indirectly, to the grantor, whether or not expressed in the instrument. By way of example and not of limitation, consideration includes the amount of any liability of the grantor assumed by the grantee and the amount of any liability to which the property is subject.

UNIMPROVED LAND means land that has no improvements thereon.

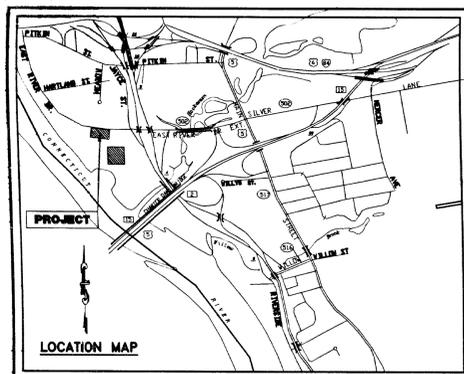
RESIDENTIAL PROPERTY OTHER THAN RESIDENTIAL DWELLING includes apartment buildings, duplexes and other multi-unit properties, whether or not the owner resides on the premises.

Continued on reverse

COMMERCE CENTER ONE LIMITED PARTNERSHIP

GENERAL PARTNERS: 1) **Canpro Investments, Ltd**
 2) **Comcen, Inc.**
 c/o Konover Investments Corporation
 342 North Main Street
 West Hartford, CT 06117

LIMITED PARTNER 1) **Konover Family Limited Partnership**
 c/o Konover Investments Corporation
 342 North Main Street
 West Hartford, CT 06117



LEGEND

UTILITY POLE	PROPERTY LINE	UNDERGROUND TELEPHONE
GUY WIRE	EASEMENT LINE	UNDERGROUND ELECTRIC
BOLLARD	CURB	STORM DRAINAGE PIPE
SIGN	WATER MAIN	SANITARY SEWER PIPE
GAS GATE	UNDERGROUND GAS	GAS EASEMENT
LIGHT	UNDERGROUND TELEPHONE	WATER EASEMENT
SANITARY MANHOLE	STORM DRAINAGE PIPE	SAN. SEWER EASEMENT
STORM MANHOLE	SANITARY SEWER PIPE	CONCRETE SIDEWALK
ELECTRIC MANHOLE	GAS EASEMENT	
TELEPHONE MANHOLE	WATER EASEMENT	
CATCH BASIN	SAN. SEWER EASEMENT	
FLAT TOP CATCHBASIN	CONCRETE SIDEWALK	
WATER VALVE		
FIRE HYDRANT		

PROPERTY DESCRIPTION

BEGINNING AT A POINT MARKING THE NORTHWEST CORNER OF THE PROPERTY DESCRIBED HEREIN, WHICH POINT ALSO MARKS THE NORTH-EAST CORNER OF OTHER AND NOW FORMERLY COMMERCE CENTER ASSOCIATION, INC. AND IS IN THE SOUTHERLY BOUNDARY LINE OF LAND NOW OR FORMERLY THE TOWN OF EAST HARTFORD;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 458.27 FEET A DISTANCE OF 47.20 FEET TO A POINT;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 541.08 FEET A DISTANCE OF 4.74 FEET TO A CONCRETE MONUMENT;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 1028.59 FEET A DISTANCE OF 185.88 FEET TO A POINT;

THENCE RUNNING S89°51'42"E A DISTANCE OF 148.83 FEET TO A POINT;

THENCE RUNNING N7°48'04"W A DISTANCE OF 287.81 FEET TO A POINT;

THENCE RUNNING S00°05'00"W A DISTANCE OF 280.86 FEET TO A POINT;

THENCE RUNNING S45°07'00"W A DISTANCE OF 80.00 FEET TO A POINT;

THENCE RUNNING S80°07'00"W A DISTANCE OF 181.80 FEET TO A POINT;

THENCE RUNNING N00°07'00"W A DISTANCE OF 113.52 FEET TO A POINT;

THENCE RUNNING S80°07'00"W A DISTANCE OF 31.42 FEET TO A POINT;

THENCE RUNNING N45°07'00"W A DISTANCE OF 144.00 FEET TO A POINT;

THENCE RUNNING N00°07'00"W A DISTANCE OF 144.00 FEET TO THE POINT AND PLACE OF BEGINNING.

TOGETHER WITH RIGHTS SET FORTH IN A DECLARATION OF EASEMENT MADE BY BRUCE A. FISCHMAN, TRUSTEE, DATED SEPTEMBER 13, 1988 AND RECORDED IN VOLUME 931, PAGE 183 OF THE EAST HARTFORD LAND RECORDS.

TOGETHER WITH THE RIGHT TO MAINTAIN AND USE AN AIR-CONDITIONING UNIT AND THE AREA SURROUNDING THE SAME, WHICH AREA IS SHOWN AS "AIR COND" ON THE ABOVE-DESCRIBED MAP AND WHICH RIGHT IS DECLARED TO BE A CONVEYANCE OF THE AIR-CONDITIONING UNIT AND THE AREA SURROUNDING THE SAME TO THE TOWN OF EAST HARTFORD, CONNECTICUT, WHICH STORM WATER IS COLLECTED AS SHOWN ON THE ABOVE-DESCRIBED MAP, BOTH SET FORTH IN A QUIT CLAIM DEED FROM BRUCE A. FISCHMAN, TRUSTEE DATED MAY 24, 1986 AND RECORDED IN VOLUME 1219, PAGE 108 OF THE EAST HARTFORD LAND RECORDS.

TOGETHER WITH ACCESS RIGHTS AS SET FORTH IN AN ACCESS EASEMENT FROM COMMERCE CENTER ASSOC., INC. TO COMMERCE CENTER ONE LIMITED PARTNERSHIP DATED DECEMBER, 2001 AND RECORDED IN EAST HARTFORD LAND RECORDS DECEMBER, 2001.

MAP REFERENCE

"PLAN PREPARED FOR COMMERCE CENTER ONE LIMITED PARTNERSHIP EAST RIVER DRIVE EAST HARTFORD, CONNECTICUT SCALE 1"=40' DATE 7/28/96 BY FUSS & O'NEILL, INC.

"COMPLIATION PLAN MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE CONNECTICUT LIGHT AND POWER COMPANY ACROSS THE PROPERTY OF TOWN OF EAST HARTFORD, COMMERCE CENTER ONE LIMITED PARTNERSHIP, COMMERCE CENTER ASSOCIATION, INC. AND EAST HARTFORD MAGNET SCHOOL, EAST RIVER DRIVE EXTENSION EAST HARTFORD, CT. DATE 8/22/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"WATER SERVICE EASEMENT MAP PREPARED FOR METROPOLITAN DISTRICT COMMISSION EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"EASEMENT MAP PREPARED FOR SOUTHERN NEW ENGLAND TELEPHONE CO. EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"SANITARY SEWER EASEMENT MAP PREPARED FOR METROPOLITAN DISTRICT COMMISSION EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"EASEMENT MAP PREPARED FOR CONNECTICUT NATURAL GAS EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

ZONING INFORMATION FOR BUSINESS (B-4) ZONE

MINIMUM LOT STREET FRONTAGE=55 FEET

MINIMUM LOT AREA =10,000 SQ. FT.

MINIMUM LOT WIDTH=80 FEET

MINIMUM FRONT SETBACK LINE= 25 FEET.

MINIMUM SIDE SETBACK LINE= TOTAL OF 25 FEET BUT NOT LESS THAN 10 FEET

PARKING SETBACK LINES= 25' FRONT, 10' REAR AND SIDE

THIS PARCEL IS LOCATED IN A 100 FLOOD ZONE PER TOWN OF EAST HARTFORD CONNECTICUT HARTFORD COUNTY FLOOD BOUNDARY AND FLOODWAY MAP PANEL #090026 0003D 23,1981. REVISED OCTOBER 23, 1981

AREA = 5.214 ACRES

N/F COMMERCE CENTER ONE LIMITED PARTNERSHIP

SEE VOL. 996 PAGE 72

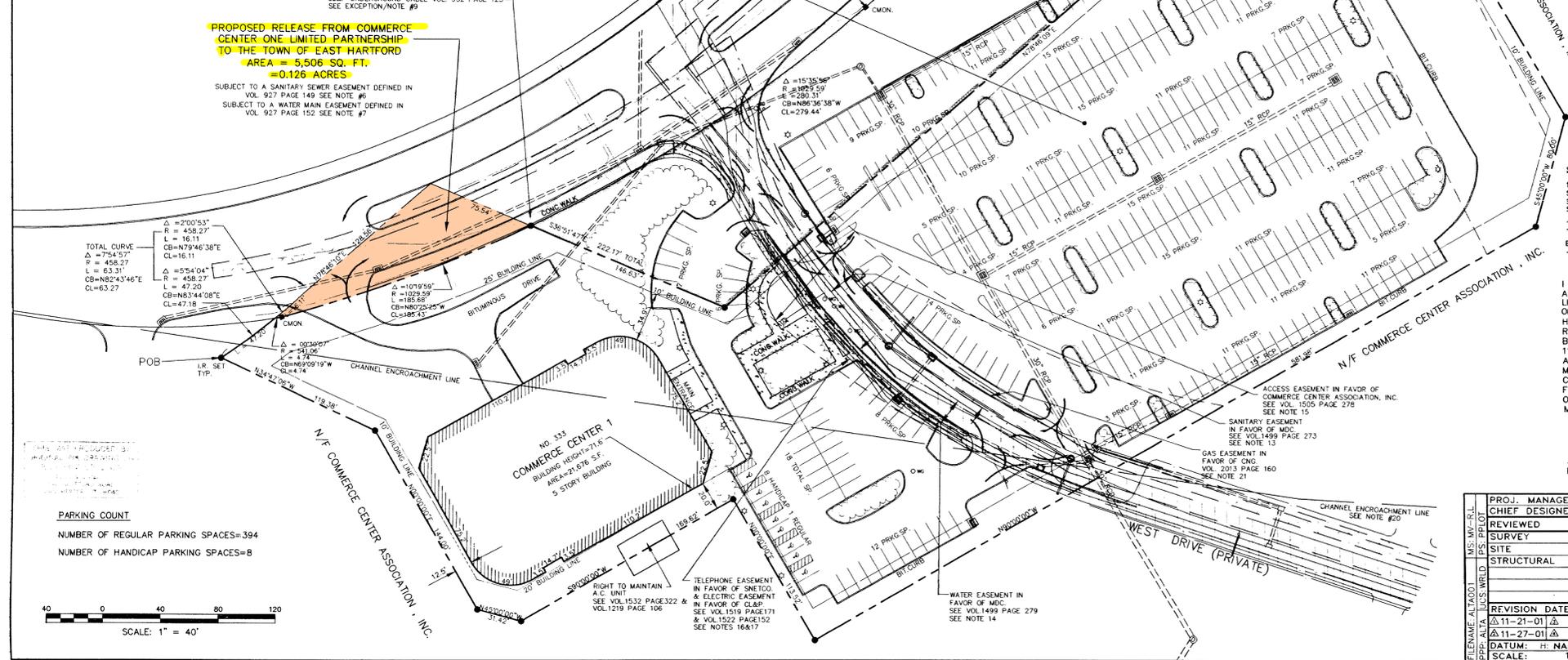
PROPOSED RELEASE FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE TOWN OF EAST HARTFORD

AREA = 5,506 SQ. FT.

= 0.126 ACRES

SUBJECT TO A SANITARY SEWER EASEMENT DEFINED IN VOL. 927 PAGE 149 SEE NOTE #6

SUBJECT TO A WATER MAIN EASEMENT DEFINED IN VOL. 927 PAGE 152 SEE NOTE #7



PROPOSED RELEASE FROM COMMERCE CENTER ASSOCIATION, INC. TO THE TOWN OF EAST HARTFORD

AREA = 702 SQ. FT.

AREA SUBJECT TO AMENDED AND RESTATED LEASE DATED NOVEMBER 22, 2000 BETWEEN THE TOWN OF EAST HARTFORD AND EASTFORD ASSOCIATES LIMITED PARTNERSHIP

UNDERGROUND UTILITY NOTE

THE UNDERGROUND UTILITIES DEPICTED HEREON ARE AS DEPICTED ON ORIGINAL MAP REFERENCED ABOVE. FUSS & O'NEILL, INC. MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES DEPICTED COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. FUSS & O'NEILL, INC. FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES DEPICTED ARE IN THE EXACT LOCATION INDICATED. UTILITIES DEPICTED HEREON ARE DEPICTED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. FUSS & O'NEILL, INC. HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

AN EASEMENT TO BE GRANTED TO COMMERCE CENTER ONE LIMITED PARTNERSHIP FROM COMMERCE CENTER ASSOCIATION, INC. FOR INGRESS AND EGRESS OVER EAST DRIVE (PRIVATE) AND OTHER PROPERTY OF COMMERCE CENTER ASSOCIATION, INC. TO EAST RIVER DRIVE EXTENSION (PUBLIC)

- SCHEDULE B EXCEPTIONS-AS LISTED IN COMMONWEALTH LAND TITLE INSURANCE COMPANY POLICY FILE NO. 01-01131(A) DATED NOVEMBER 7, 2001 12:20 PM.**
6. WATER MAIN EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE METROPOLITAN DISTRICT COMMISSION VOLUME 927, PAGE 149.
 7. SEWER EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE METROPOLITAN DISTRICT COMMISSION VOLUME 927, PAGE 152.
 8. DECLARATIONS OF EASEMENTS VOLUME 931, PAGE 163.
 9. EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE CONNECTICUT LIGHT AND POWER COMPANY VOLUME 932, PAGE 125.
 13. SEWER EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE METROPOLITAN DISTRICT VOLUME 1499, PAGE 273.
 14. WATER MAIN EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE METROPOLITAN DISTRICT VOLUME 1499, PAGE 279.
 15. EASEMENT AGREEMENT BETWEEN COMMERCE CENTER ONE LIMITED PARTNERSHIP AND COMMERCE CENTER ASSOCIATION, INC. VOLUME 1505, PAGE 278.
 16. EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE SOUTHERN NEW ENGLAND TELEPHONE COMPANY VOLUME 1519, PAGE 171.
 17. ELECTRIC DISTRIBUTION EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE CONNECTICUT LIGHT AND POWER COMPANY DATED VOLUME 1522, PAGE 152.
 19. CONDITIONS AND REQUIREMENTS OF STATE OF CONNECTICUT STATE TRAFFIC COMMISSION CERTIFICATE, VOLUME 1908, PAGE 343.
 20. CHANNEL ENCROACHMENT LINE AS ESTABLISHED BY THE WATER RESOURCES COMMISSION OF THE STATE OF CONNECTICUT.
 21. GAS EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO CONNECTICUT NATURAL GAS CORPORATION, DATED AUGUST 29, 2001 VOLUME 2013 PAGE 160.

SURVEY NOTES

1. THIS MAP HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996.

THE TYPE OF SURVEY PERFORMED IS A BOUNDARY SURVEY, AND IS INTENDED TO DEPICT THE POSITION OF THE BOUNDARIES WITH RESPECT TO ALL MONUMENTATION FOUND, STRUCTURES, VISIBLE UTILITIES AND ROADWAYS. BOUNDARY DETERMINATION IS BASED ON A DEPENDENT SURVEY.

THIS PLAN CONFORMS TO HORIZONTAL ACCURACY CLASS A-2.

I HEREBY CERTIFY TO IDS LIFE INSURANCE COMPANY, ITS SUCCESSORS AND/OR ASSIGNS, COMMONWEALTH LAND TITLE INSURANCE COMPANY AND COMMERCE CENTER ONE LIMITED PARTNERSHIP THAT THIS PLAN REPRESENTS A TRUE AND CORRECT SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION ON NOVEMBER, 2001; THIS SURVEY HAS BEEN PREPARED IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS", JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS IN 1999, INCLUDING TABLE A ITEMS 1-4, 6, 7(a),(b),(c), 8-10, 11(b) and 14-16 and (ii) PURSUANT TO ACCURACY STANDARDS (AS ADOPTED BY ALTA, ACSM, AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION AND THE SURVEY MEASUREMENTS WERE MADE IN ACCORDANCE WITH THE MINIMUM RANGE, DISTANCE AND CLOSURE REQUIREMENTS FOR SURVEY MEASUREMENTS WHICH CONTROL LAND BOUNDARIES FOR ALTA/ACSM LAND TITLE SURVEYS. NONE OF THESE BUILDINGS SHOWN HEREON ENCLOSED ON ANY STREET, TITLE OR BUILDING LINES, NOR ARE THERE ENCROACHMENTS BY IMPROVEMENTS FROM ADJOINING PROPERTIES.

Lawrence R. Geissler, Jr.
LAWRENCE R. GEISSLER, JR. L.S. #12327

PARKING COUNT

NUMBER OF REGULAR PARKING SPACES=394

NUMBER OF HANDICAP PARKING SPACES=8

SCALE: 1" = 40'

PROJ. MANAGER: LRG	REVIEWED BY DATE	<p>FUSS & O'NEILL INC. Consulting Engineers 148 HARTFORD ROAD, MANCHESTER, CONNECTICUT 06040 (203) 646-2465</p>
CHIEF DESIGNER: KMS		
SURVEY		<p>ALTA/ACSM LAND TITLE SURVEY</p> <p>PREPARED FOR</p> <p>COMMERCE CENTER ONE LIMITED PARTNERSHIP</p> <p>EAST RIVER DRIVE EAST HARTFORD, CONNECTICUT</p>
STRUCTURAL		
REVISION DATE:		<p>JOB NUMBER: B8453A11</p> <p>PHASE: 8045</p> <p>DATE: 11/15/01</p> <p>SCALE: 1" = 40'</p> <p>SHEET NO. 1 OF 1</p>



Proposed 2024 Council Meeting Dates

All meetings scheduled for 7:30 PM

Regular Meetings:

January- 2nd and 16th

February- 6th and 20th

March- 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 9th

August 6th and 20th

September 3rd and 17th

October 1st and 15th

November 5th and 19th

December 10th

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
INTERIM CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249
www.easthartfordct.gov

To: Mayor Walsh

From: Interim Police Chief Mack S. Hawkins

Date: October 25, 2023

Re: **Amusement Permit Application**
“Holiday Fest 2023”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.


Mack S. Hawkins
Interim Chief of Police

MICHAEL P. WALSH
MAYOR

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Police Department

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MACK S. HAWKINS
INTERIM CHIEF OF POLICE

October 25, 2023

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application
"East Hartford Holiday Fest 2023"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The Town of East Hartford Beautification Commission by Patricia Ann Sirois, Event Chairperson**. The applicant seeks to conduct a winter holiday festival as follows:

- Tree-lighting ceremony with music and a Carol Sing with Santa to be held on the lawn of the **Town Green on Friday, December 1, 2023**, between the hours of **5:30 PM and 8:00 PM**.
- Tree of Lights ceremony with Carol Sing to be held at the **small green in front of 886 Main Street (Hartford East Apartments) on Monday, December 4, 2023**, between the hours of **5:30 PM to 6:30 PM**.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Inspections and Permits Department** approves the application as submitted.

The **Offices of Corporation Counsel** approves the application as submitted.

The **Office of Risk Management** approves the application as submitted.

The **Fire, Parks & Recreation and Health Departments** approve the application as submitted and state there are no anticipated costs to their Departments for these events.

The **Public Works Department** recommends approval of the application and states that the anticipated cost to the Department is approximately **\$700.00**.

The **Police Department** conducted a review of the application and has no particular issues or concerns with these events and offers the following comments:

- The sites are suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the areas have sufficient parking available.
- There are no anticipated costs to the Department for these events.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mack S. Hawkins', with a long horizontal flourish extending to the right.

Mack S. Hawkins
Interim Chief of Police

Cc: Applicant

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Wednesday, October 25, 2023 1:48 PM
To: Rivera, Augustina
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Tina:

Apologies for the delay, not comments. Okay by me.

Thanks,

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, October 24, 2023 11:50 AM
To: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023
Importance: High

Hi Robert,

I need your comments, this has to go to the board soon.

Thanks.

From: Rivera, Augustina
Sent: Monday, October 16, 2023 12:22 PM
To: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Hi. Need your comments for this one. Thanks.

From: Rivera, Augustina
Sent: Wednesday, October 11, 2023 11:22 AM
To: Fravel, Theodore <tfrael@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Good morning,

Just a friendly reminder that your comments for the Holiday Fest are due today.

Thank you.

Tina

Rivera, Augustina

From: Sasen, Christine
Sent: Thursday, September 28, 2023 11:34 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

okay

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, September 27, 2023 1:39 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Good afternoon,

Attached is the Director's Review & Notice and application for **East Hartford Holiday Fest 2023** submitted by the Town of East Hartford's Beautification Commission.

Please have your comments to me by **Wednesday, October 11, 2023**. Thank you.

Tina

Augustina Rivera
Administrative Clerk 3
Support Services/Operations Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office: 860-291-7631 Fax: 860-610-6290
arivera@easthartfordct.gov
www.easthartfordct.gov/police-department

**TOWN OF EAST HARTFORD
FIRE MARSHALS OFFICE
ADMINISTRATIVE REVIEW
Amusement Permit**

DATE: 9/28/23

APPLICATION FOR: East Hartford Holiday Fest 2023

APPLICANT: Town of East Hartford Beautification commission

Patrcia Ann Sirois, Chair and Chair of Holiday Fest
45 Jefferson Ln, East Hartford, CT 06118
860-416-8345 Email: pasirois@comcast.net

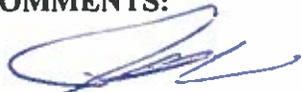
**ADDRESS: Town Green and small green in front of Hartford East Apartments at
886 Main St**

**DATE(S) OF EVENT: December 1, 2023 5:30PM-8PM, December 4, 2023 5:30PM-
6:30PM**

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

COMMENTS:



JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Friday, December 1, 2023 5:30pm – 8:00pm**
Monday, December 4, 2023 5:30pm – 6:30pm

Event: **East Hartford Holiday Fall Fest 2023**

Applicant: **East Hartford Beautification Commission by
Patricia Ann Sirois, Chair**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ _____

Stephen J. Alsup

9/28/2023

Signature
Stephen Alsup, Assistant Fire Chief

Date

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Friday, December 1, 2023 5:30pm – 8:00pm**
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- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

Michael O'Connell 09/27/2023
Signature

Date

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Friday, December 1, 2023 5:30pm – 8:00pm**
Monday, December 4, 2023 5:30pm – 6:30pm

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Patricia Ann Sirois, Chair**

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- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

10/11/23

Date

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Friday, December 1, 2023 5:30pm – 8:00pm**
Monday, December 4, 2023 5:30pm – 6:30pm

Event: **East Hartford Holiday Fall Fest 2023**

Applicant: **East Hartford Beautification Commission by
Patricia Ann Sirois, Chair**

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- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated Cost(s) if known \$ 700.00

Alexander M. Trujillo 10/11/2023

Signature

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Wednesday, October 11, 2023 3:08 PM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Tina,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford Holiday Fest 2023." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

Assistant Chief of Police
East Hartford Police Department
31 School St.
East Hartford, CT 06108
Office 860 291-7597

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, October 11, 2023 11:22 AM
To: Fravel, Theodore <tfravel@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Holiday Fest 2023

Good morning,

Just a friendly reminder that your comments for the Holiday Fest are due today.

Thank you.

Tina

From: Rivera, Augustina
Sent: Wednesday, September 27, 2023 1:39 PM

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:
East Hartford Holiday Fest 2023
2. Date(s) of Event:
Friday, December 1st to Monday, December 4th, 2023
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):

**Town of East Hartford Beautification Commission
Patricia Ann Sirois, Chair and Chair of Holiday Fest
45 Jefferson Lane, East Hartford, 06118,
860-416-8345, Email: pasirois@comcast.net**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Board Members list per request
5. List the location of the proposed amusement: (Name of facility and address)
Town Green and small green in front of Hartford East Apartments at 886 Main St.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
12/1: 5:30-8pm; 12/4:5:30-6:30pm
7. Provide a detailed description of the proposed amusement:
**12/1: Tree Lighting Ceremony with music and Carol Sing with Santa at Town Green
12/4: Tree of Lights Ceremony with Carol Sing at Small Green in front of Hartford East Apts. 886 Main**

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **12/1: one hour 12/4: 1/2 hour**

9. What is the expected age group(s) of participants?

All ages

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

Friday, Dec. 1st 5:30 to 8pm-(100) and Monday, Dec. 4th 5:30-6:30pm-(20)

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

No Impact

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

Activities occur off-street allowing curbside parking of emergency vehicles.

c. Parking plan on site & impact on surrounding / supporting streets:

Police take care of parking.

d. Noise impact on neighborhood:

None

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

Parks & Rec. staff attend to debris pick up.

f. List expected general disruption to neighborhood's normal life and activities:

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

There are police on duty with cell phones available.

b. Provisions for notification of proper authorities in the case of an emergency:

All activities take place with cell phone available.

c. Any provision for on-site emergency medical services:

Not anticipated activities will necessitate on-site emergency personnel.

d. Crowd control plan:

Police on Town Green have been responsible in the past.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

Parks & Rec. has been responsible for this in the past.

f. Provision of sanitary facilities:

None needed.

13. Will food be provided, served, or sold on site:

a. Food available: Yes No AND

b. Contact has been made with the East Hartford Health Department Yes No .

14. Does the proposed amusement involve the sale and / or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Town of East Hartford Beautification

(Legal Name of Applicant)

Patricia Ann Sirois

(Applicant Signature)

Patricia Ann Sirois

(Printed Name)

Sept, 26, 2023

(Date Signed)

Chair of Holiday Fest

(Capacity in which signing)

● (Click button to send application electronically to ehpdpermits@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included: YES
Liquor Permit Included: YES
Certificate of Alcohol Liability Included: YES
Time Waiver Request Included: YES
Fee Waiver Request Included: YES

NO
NO
NO
NO
NO

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions \$ 10/performance §5-6
Parades \$ 25/each parade §5-6
Fireworks display or air show \$ 25/performance §5-6
Carnival, rodeo, circus, or tent show \$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: Sept, 26, 2023 8 : 00 (AM) PM

Time remaining before event: 65 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.



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[Home](#) > [Boards](#) > [Beautification Commission](#) > 2023 Beautification Commission Members

2023 Beautification Commission Members

Beautification Commission

2023 Members

<u>Party</u>	<u>Position</u>	<u>Name</u>	<u>Term</u>
D	Chair	Patricia Sirois	12/23
D	Full Member	Cynthia Woodman	12/22
D	Full Member	Dolores Kehoe	12/23
R	Full Member	Mary Mourey	12/25
R	Full Member	Kathleen Cattanach	12/25
D	Full Member	Kim Knapp	12/25
D	Full Member	Julie Robinson	12/23

D	Full Member	Tim Larson	12/24
R	Full Member	Vacant	12/22
	Clerk	Sana Hart	

Source URL: <https://www.easthartfordct.gov/beautification-commission/pages/2023-beautification-commission-members>



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 7, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$25,200.79 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the November 21, 2023 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector
M. McCaw, Finance Director

INTEROFFICE MEMORANDUM

TO: MICHAEL P WALSH, MAYOR
MCCAW MELISSA, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 11/15/2023

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$25,200.79 Please see attached listing. Please place this item on the Town Council agenda for November 21, 2023

Bill	Name/ Check Payable to	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2022-03-0086941	ALLY FINANCIAL LOUSVILLE PPC	PO BOX 9001951	LOUSVILLE, KY 40290-1951	2019/1C4SDJGJ7KC802936	-658.62
2022-03-0086942	ALLY FINANCIAL LOUSVILLE PPC	PO BOX 9001951	LOUSVILLE, KY 40290-1951	2019/1C4PJMLB5KD484582	-139.48
2022-03-0086945	ALLY FINANCIAL LOUSVILLE PPC	PO BOX 9001951	LOUSVILLE, KY 40290-1951	2019/ZARFANAN9K7624569	-288.98
2022-03-0051933	ARRIETA JESSICA M	20 LATIMER ST	EAST HARTFORD, CT 06108-2327	2015/1G1PE5SB0F7120580	-141.76
2022-01-0001179	BEGIN PATRICIA A	41 CASE DR UNIT D	MANCHESTER, CT 06040	82 CHEYENNE RD	-530.44
2022-03-0054894	BURGOS ROBERTO	169 CHRISTINE DR	EAST HARTFORD, CT 06108-2929	2002/3D7HU18N02G148070	-116.81
2022-03-0057052	COLEMAN WENDELL W JR	284 OAK ST	EAST HARTFORD, CT 06118-2059	2005/3GNEK12Z75G292032	-6.41
2022-03-0057631	CONSTANTE-DELGADO FERNANDO P	62 MIDDLE DR	EAST HARTFORD, CT 06118-2734	2012/19UUA8F20CA029794	-196.58
2022-03-0061735	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2017/WD3PE8CD7HP566196	-546.04
2022-03-0061754	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2019/5TDDZ3DC4KS220531	-418.90
2022-03-0061764	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2020/1N6AA1CCXLN503715	-730.62
2022-03-0061768	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2015/WD3PE8DC7F5982375	-440.39
2022-03-0061769	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2018/1FTFW1E16JFD49761	-807.83
2022-03-0061776	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT 2281 BALL DR		MARYLAND HEIGHTS, MO 63146	2021/WBXJG9C02M5T30802	-219.82
2022-03-0065168	GRAY LIBBY B	16 ELLSWORTH ST	EAST HARTFORD, CT 06108-2107	2010/1YVHZ8BH8A5M42923	-11.38
2022-03-0066187	HENDERSON ERNEST C	38 HILLS ST	EAST HARTFORD, CT 06118-2820	2015/5NPE34AF8FH093286	-619.34
2022-03-0066473	HERRERA BEVERLY A	58 SMITH DR	EAST HARTFORD, CT 06118-1545	2001/1HGEM21901L109336	-24.36
2022-03-0066511	HERRING FREDDIE L	29 FAIRWAY CT	EAST HARTFORD, CT 06108-2760	1993/1FDJF37H4PNA31096	-55.11
2020-03-0088435	HIGHLAND MANAGEMENT INC	79 PROSPECT ST	BLOOMFIELD, CT 06002	2008/1FTSX21598EA01804	-319.21
2022-01-0006745	HUYNH TUAN	441 MAIN ST LOT B	EAST HARTFORD, CT 06118	441 MAIN ST B	-398.36
2022-03-0068740	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2021/JF2GTHMC8MH380626	-558.96
2022-03-0089486	KEEL GARY H SR	75 WENTWORTH DR	EAST HARTFORD, CT 06118-1637	2017/1C6RR7NT6HS675173	-167.72
2020-03-0068365	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/4S8SZ1612HW031175	-112.06

2020-03-0068366	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/4S8SZ1614HW031176	-112.06
2020-03-0068370	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1619JW031860	-9.90
2020-03-0068371	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1615JW031788	-9.90
2020-03-0068372	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1618JW031915	-9.90
2021-03-0068428	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/4S8SZ1612HW031175	-114.27
2021-03-0068429	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/4S8SZ1614HW031176	-74.33
2021-03-0068430	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1611JW031609	-38.94
2021-03-0068433	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1619JW031860	-6.80
2021-03-0068434	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1615JW031788	-6.80
2021-03-0068435	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1618JW031915	-6.80
2022-03-0069193	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/4S8SZ1614HW031176	-1235.63
2022-03-0069195	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1616JW031850	-321.50
2022-03-0069196	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1618JW031851	-321.50
2022-03-0069197	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1619JW031860	-321.50
2022-03-0069198	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/4S8SZ1618JW031915	-321.30
2022-03-0073562	MERCHANTS AUTOMOTIVE GRO	14 CENTRAL PARK DR FL 1	HOOKSETT, NH 03106-1839	2011/1FTNE2EW8BDB10774	-315.84
2022-03-0073972	MITCHELL BRENDA A	15 HOLLAND LANE	EAST HARTFORD, CT 06108-1870	2011/3LNHL2JC3BR769900	-16.64
2022-03-0075670	NISSAN INFINITI LT LLC- TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/5N1AZ2AS1LN111908	-152.06
2022-03-0078329	PLASSE MARTHA J	4368 W RUBY DR	ELOY, AZ 85131	2014/5XYZWDLA0EG140942	-254.39
2021-03-0077664	PRESSINABA TIEDEWINDE M	235 MAIN ST APT #1B1	EAST HARTFORD, CT 06118	2008/JTMBD33V686071072	-135.20
2019-03-0080506	RIVERA ILIANA	230 FARMINGTON AVE APT E4	HARTFORD, CT 06105-3505	2012/5FNYP4H51CB038965	-472.50
2022-03-0080671	RODRIGUEZ CANDIDO G	16 SCHOOL ST	EAST HARTFORD, CT 06108-2637	2000/1FUYSSEB8YLG55709	-239.09
2022-03-0081458	ROSS LORENZO A	76 STERLING RD	EAST HARTFORD, CT 06108-1664	2006/1FTPX14596NA87849	-16.01
2022-03-0083297	SHERIDAN CATALINA	247 OCONNELL DR	EAST HARTFORD, CT 06118-3442	2011/1N4AL2EP1BC129966	-37.50
2022-03-0083298	SHERIDAN CATALINA	247 OCONNELL DR	EAST HARTFORD, CT 06118-3442	2009/1HGCS22869A006335	-52.00
2022-01-0014281	THIBAUT REGINALD & THIBAUT DAVIDA L	42 CHESTER ST	EAST HARTFORD, CT 06108	42 CHESTER ST	-594.70
2022-03-0085832	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2018/JTHC81D2XJ5027183	-494.08
2022-03-0085838	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/JTDS4RCE1LJ037467	-376.73
2022-03-0085873	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2019/4T1B11HK2KU823957	-410.68

2022-03-0085882	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/3TMCZ5AN4LM307814	-735.74
2022-03-0085895	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/2T3P1RFVXLW125946	-508.79
2022-03-0085899	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/5TDHZRBH4LS520610	-145.44
2022-03-0085906	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2021/JM3TCBCY8M0505864	-263.54
2022-03-0085963	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/3TMGZ5AN7LM335642	-169.12
2022-03-0085965	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/3TMCZ5AN4LM311457	-735.74
2022-03-0085972	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2019/4T1B11HKXKU263931	-182.36
2022-03-0085973	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN. MA 01801-1057	2020/4T1G11AK5LU939963	-155.06
2021-01-0014521	TRAN ANTHONY	22 MIDDLE DR	EAST HARTFORD, CT 06118	22 MIDDLE DR	-2,228.48
2022-03-0087069	VCFS AUTO LEASING CO	6150 OMNI PARK DR	MOBILE, AL 36609	2021/YV4162UM2M2490783	-321.02
2022-03-0087691	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUFACF57NA016514	-1,029.32
2022-03-0087712	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY2N2076301	-650.44
2022-03-0087715	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1ABAFY0N2100378	-549.74
2022-03-0087716	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY8N2096044	-584.18
2022-03-0087721	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA114AFY3N2088530	-759.04
2022-03-0087722	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA15AAFY3N2105563	-686.20
2022-03-0087726	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2020/WAUWNGF55LN000717	-183.76
2022-03-0087728	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/1VWLA7A31KC005458	-155.55
2022-03-0087732	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WA1VAAF74KD019850	-1,169.54
TOTAL					\$(25,200.79)